

Catalog Formatting Guide

The next catalog can be accessed here: <https://nextcatalog.registrar.iastate.edu/>

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While this guide can get you started on the common features of catalog editing, we welcome any inquiries for one-on-one training for your specific needs and questions. Please contact any member of the Catalog Team:

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I. General formatting of catalog pages

A. Tabs

To make navigating information in the catalog easier programs have been set up with consistent tab names, though not all tabs will be used by all programs. Programs should include their Student Learning Outcomes in the 'Overview' section.



Each section can be accessed by using the Toolbar at the top of the page. For more details on how to access the Toolbar and edit content, visit the tutorial on ['Modifying Catalog pages – getting started'](#).

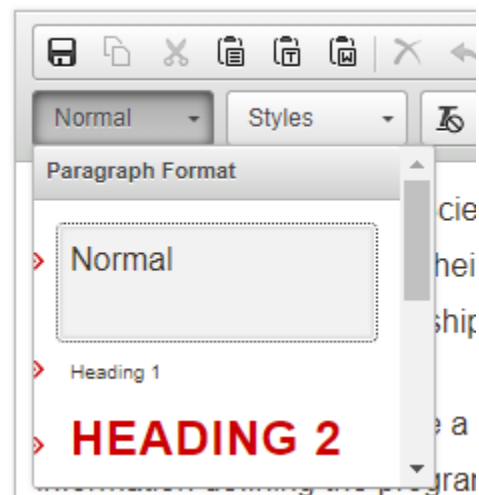


B. Formatting Menu Options

When editing content, many features of the formatting menu are like your standard word processor. Some features commonly used:

Paragraph Format

While the exact usage of this is up to each program, it is helpful to be consistent throughout your page. This formatting option is especially important for screen reader technologies.




Hyperlinks and Anchors




When linking to other content within the catalog, only the subdirectory of the URL is required (beginning with the backslash following catalog.iastate.edu). For example, only '/academics/#degreeplanningtext' would be used to navigate to catalog.iastate.edu/academics/#degreeplanningtext.

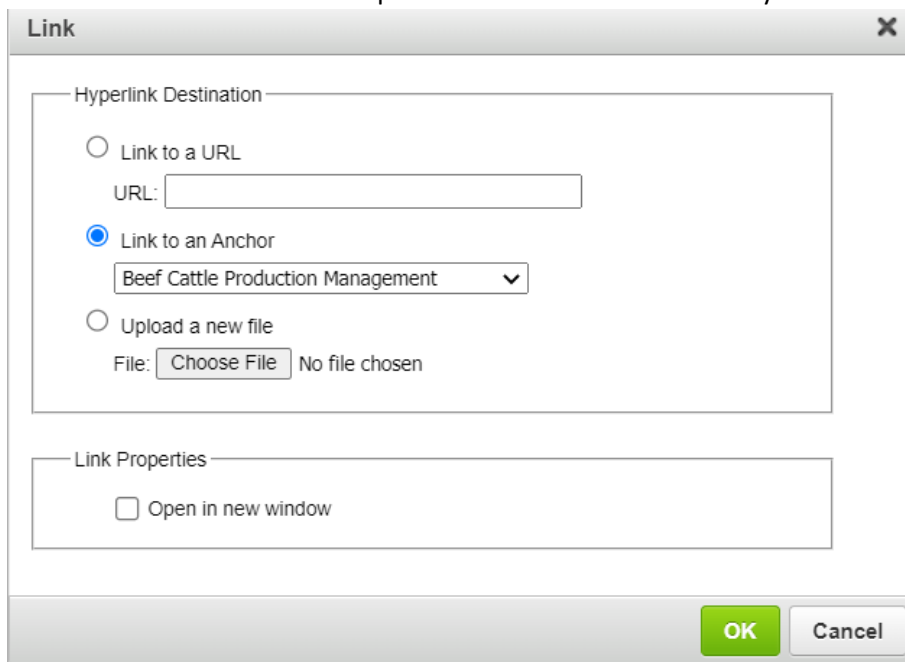
It is best practice to set links that route out of the catalog to open in a new tab.

An Anchor allows you to link to content within the same page.

1. To start, place your cursor where you would like the anchor placed and click the anchor icon . After providing a name, the yellow anchor will appear in the content. This icon is only visible in the edit window.

 **Beef Cattle Production Management**

2. When referencing that location on your page, highlight the text you want linked and click the link icon . Select the 'Link to an Anchor' option and find the anchor name you created.



Link [X]

Hyperlink Destination

Link to a URL
URL:

Link to an Anchor
 ▼

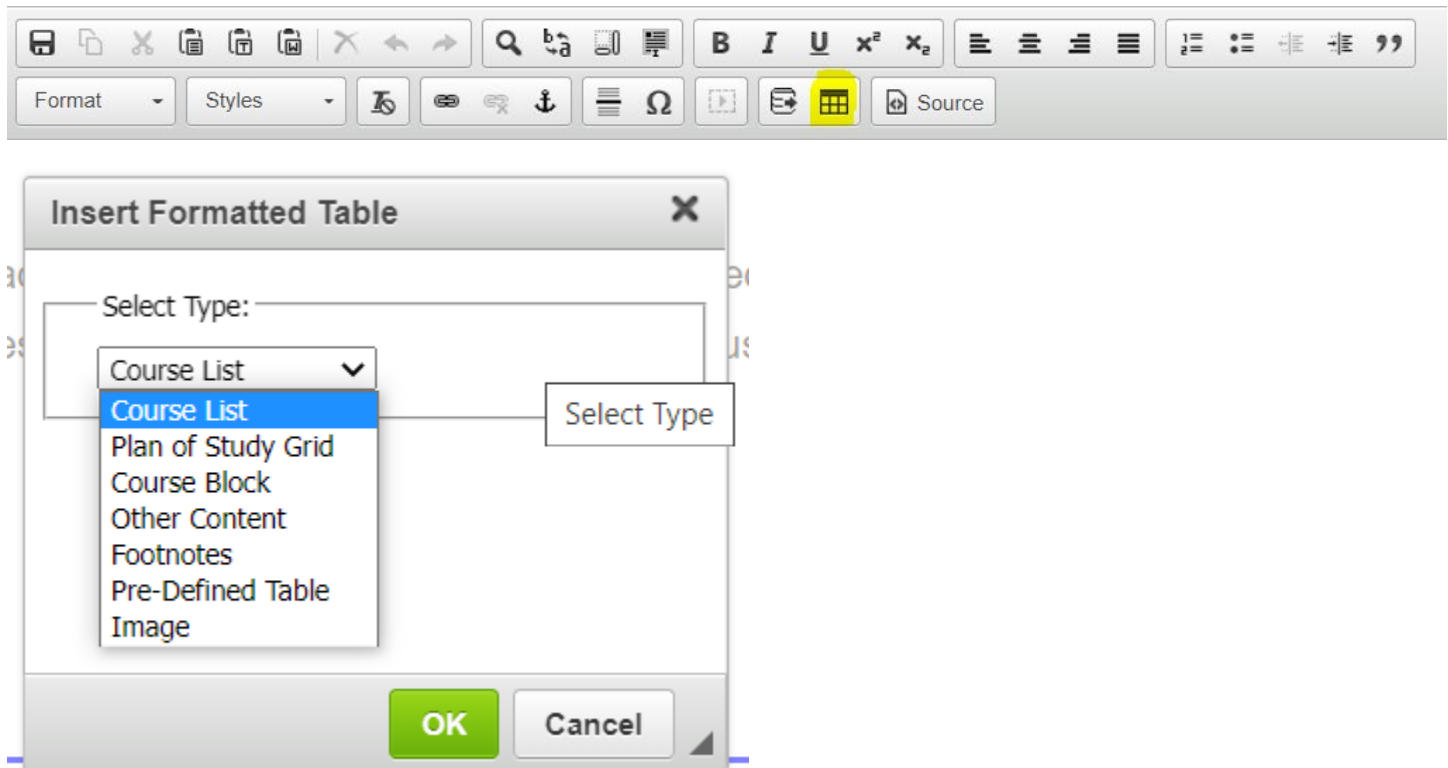
Upload a new file
File: No file chosen

Link Properties

Open in new window

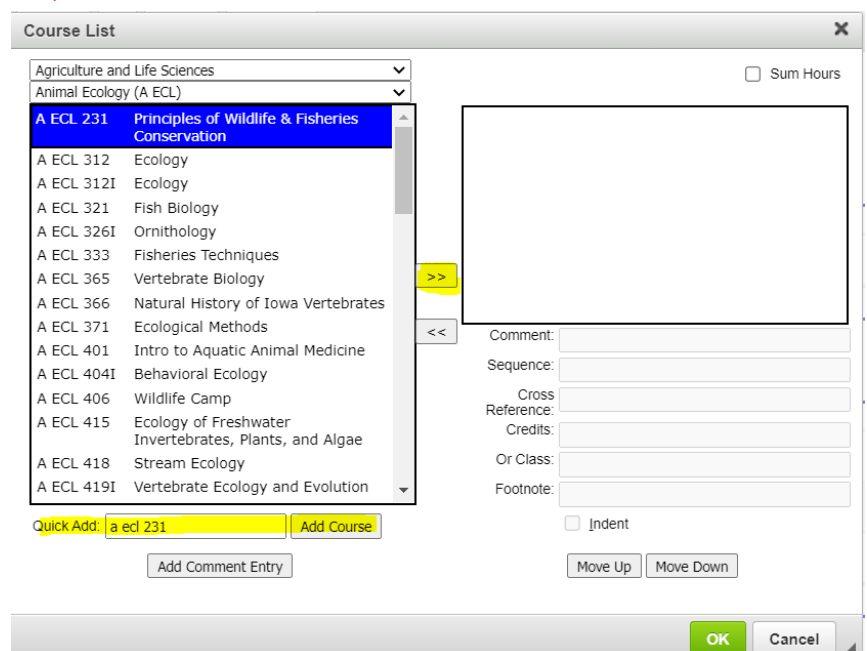
II. Inserting tables and database fields

There are a variety of pre-formatted tables you can add to your pages. Most commonly used are Course Lists, Course Blocks, Footnotes, and Plan of Study Grid. Pre-Defined Table, Images, and Other Content are not commonly used and will not be included in this guide. Please reach out for individual questions on these options. To start, select the table icon and select the type of table you want to build.



A. Course Lists: a table with a general list of courses; a good option to use to outline requirements, list of elective options, etc.

To add courses to the Course Lists table, you can either select by College and Department and use to toggle arrow to add or you can enter the course directly into the 'Quick Add' box and select 'Add Course'. The quick add is not case sensitive but does require the correct spacing.



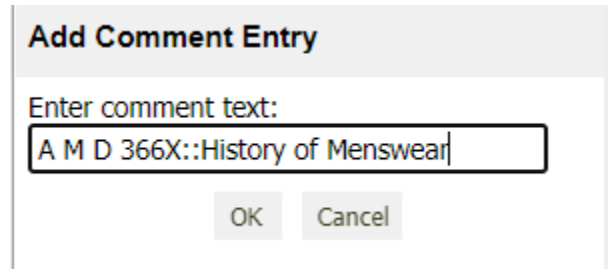
Other features to note:

Add Comment Entry

Allows you to enter a line of text into your table. This is commonly used for a 'select from the following' list within your requirements. When creating a select from the following list within the table, be sure to indent the courses that you list to set them apart and separate from the sum hours.

The comment entry also allows you to add experimental courses that would otherwise not be in the catalog. To add an experimental course, use the following format: (DEPT COURSE#::COURSE TITLE).

The experimental course will appear in the same format as other courses in the table but will not hyperlink since the course is not in the catalog.



Add Comment Entry

Enter comment text:

A M D 366X::History of Menswear

OK Cancel

Select one (1) course:		3
<u>A M D 354</u>	Euro-American Dress History: Prehistoric to Mid-19th Century	
<u>A M D 362</u>	Cultural Perspectives of Global Dress	
A M D 366X	History of Menswear	

Comment

This will include a note in parentheses after the course title. This is different from 'Add Comment Entry' which creates a separate line of text in your table.

Course List

<u>AN S 226</u>	Beef Cattle Science (test)
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Sequence

This will list out multiple courses on the same line in the table to indicate they are all part of the requirement.

<u>CHEM 201</u> & <u>201L</u>	Advanced General Chemistry and Laboratory in Advanced General Chemistry
----------------------------------	---

Cross Reference

If a course is cross-listed and you want both instances of the cross-list to appear on the same line, you can add the cross-listed course designator to this field.

The image shows a dropdown menu with the following items:

- AGRON 513 Quantitative Methods for Agronomy
- STB 510 Crop Improvement** (highlighted in blue)
- STB 534 Seed and Variety, Testing and Technology
- STB 535 Introduction to the Seed Industry
- STB 539 Seed Conditioning and Storage
- STB 543 Seed Physiology
- STB 547 Seed Production
- STB 592 Seed Health Management

Below the dropdown are several form fields:

- Comment:
- Sequence:
- Cross Reference:
- Credits:
- Or Class:
- Footnote:

This will appear as:

<u>STB/AGRON 510</u>	Crop Improvement	3
<u>STB/AGRON 534</u>	Seed and Variety, Testing and Technology	2

Credits

The credits for a course will automatically populate in the table (unless the course is experimental or is indented in the table), but for courses that may be variable credit you can specify the credits required by adding to this field.

If a credit amount is added that does not match what is on the course record a red error box will appear on the page.

Or Class

Another way to indicate a list of courses to choose from, especially if a smaller list, is to add additional courses to this field. Use a comma to separate multiple courses in the field.

Or Class:

This will appear as:

<u>CHEM 177L</u>	Laboratory in General Chemistry I	1
or <u>CHEM 177N</u>	Laboratory in General Chemistry I	
or <u>CHEM 201L</u>	Laboratory in Advanced General Chemistry	

Footnote

You will only want to add the footnote symbol to this field. This will add the symbol after the course title in the table. For instructions on how to set up the rest of the footnote, see section D.

Indent

If you want courses in the list to not show individual credits or count towards the table total hours, you can indent them. This is commonly used when creating a 'select from the following' list. This will appear as:

One of the following sequences:		6-8
<u>CHEM 177</u> & <u>CHEM 178</u> & <u>177L</u>	General Chemistry I and General Chemistry II and Laboratory in General Chemistry I	
or <u>CHEM 177N</u>	Laboratory in General Chemistry I	
<u>CHEM 167</u> & <u>CHEM 178</u> & <u>167L</u>	General Chemistry for Engineering Students and General Chemistry II and Laboratory in General Chemistry for Engineering	
<u>CHEM 201</u> & <u>201L</u>	Advanced General Chemistry and Laboratory in Advanced General Chemistry	

Sum Hours

Selecting this box will provide a total amount of credits for all courses in the Course List Table.

Sum Hours

MATH 265	Calculus III
MATH 267	Elementary Differential Equations and Laplace Transforms

MATH AND PHYSICAL SCIENCE: 13 CR.

<u>MATH 265</u>	Calculus III	4
<u>MATH 267</u>	Elementary Differential Equations and Laplace Transforms	4
<u>PHYS 232</u>	Introduction to Classical Physics II	4
<u>PHYS 232L</u>	Introduction to Classical Physics II Laboratory	1
Total Credits		13

B. Plan of Study Grid

To start, select the 'Year' and 'Term' you would like to build. You can then search for courses by College and Department or use the quick add option. The Quick add is not case sensitive but does require the correct spacing.

The screenshot shows the 'Plan of Study Grid' window. On the left, there are dropdown menus for 'Business' and 'Select Department...'. Below them is a large empty grid. To the right of the grid are navigation arrows '>>' and '<<'. Further right are dropdown menus for 'Year: Select Year...' and 'Term: Select Term...'. Below these are input fields for 'Comment:', 'Credits:', 'Footnote:', and 'Or Class:'. There is also an 'Indent' checkbox and 'Move Up'/'Move Down' buttons. At the bottom left, there is a 'Quick Add:' text box, an 'Add Course' button, and an 'Add Comment Entry' button. At the bottom right, there are 'OK' and 'Cancel' buttons. A 'Sum Hours' checkbox is checked in the top right corner.

Other features to note:

Add Comment Entry

Allows you to enter a line of text into the grid. This is commonly used to add a requirement category, such as general education. When adding a requirement by comment entry you will also need to add the credit requirement.

The screenshot shows the 'Plan of Study Grid' window with a list of courses on the left. The 'Business' dropdown is selected, and 'Accounting (ACCT)' is selected in the department dropdown. The list of courses includes: ACCT 315 Business Data Streams and Issues, ACCT 416 Business Law, ACCT 483 Application and Communication in Managerial Accounting, ACCT 484 Advanced Accounting Information Systems, ACCT 487 Volunteer Income Tax Assistance, ACCT 488 Governmental and Non-profit Institution Accounting, ACCT 489 Corporate Social Responsibility Reporting, ACCT 490 Independent Study, ACCT 495 Advanced Financial Accounting Problems, ACCT 496 Accounting in the Global Economy, ACCT 498 Capstone in Accounting, ACCT 501 Financial Accounting, and ACCT 515 Accounting Analytics. The 'Natural Science' entry is highlighted in blue. To the right, the 'Year' dropdown is set to 'Sophomore' and the 'Term' dropdown is set to 'Spring'. The 'Sum Hours' checkbox is checked. The 'Comment:' field contains 'Natural Science', and the 'Credits:' field contains '3'. The 'Add Comment Entry' button is highlighted in yellow. At the bottom right, there are 'OK' and 'Cancel' buttons.

The comment entry also allows you to add experimental courses that would otherwise not be in the catalog. To add an experimental course, use the following format: (DEPT COURSE#::COURSE TITLE).

Add Comment Entry

Enter comment text:

A M D 366X::History of Menswear

Comment

For courses not added by comment entry, you can use the comment field to include a note in parentheses after the course. It will appear as:

FRESHMAN

FALL

AN S 110 (Test)

Credits

The credits for a course will automatically populate in the grid (unless the course is experimental or is indented in the table), but for courses that may be variable credit you can specify the credits required by adding to this field.

If a credit amount is added that does not match what is on the course record a red error box will appear on the page.

Footnote

You will only want to add the footnote symbol to this field. This will add the symbol after the course title in the grid. For instructions on how to set up the rest of the footnote, see section D.

Or Class

Use this field to indicate a list of courses to meet a requirement. Use a comma to separate multiple courses.

Year: ▼

Term: ▼

AN S 110	Orientation in Animal Science and ISU
AN S 101	Working with Animals
BIOL 211	Principles of Biology I
BIOL 211L	Principles of Biology Laboratory I
ENGL 150	Critical Thinking and Communication
LIB 160	Introduction to College Level Research
MATH 140	College Algebra
	Soc. Sci. - elective list

Comment:

Credits:

Footnote:

Or Class:

Indent

If you want courses in the grid to not show individual credits or count towards the total hours, you can indent them.

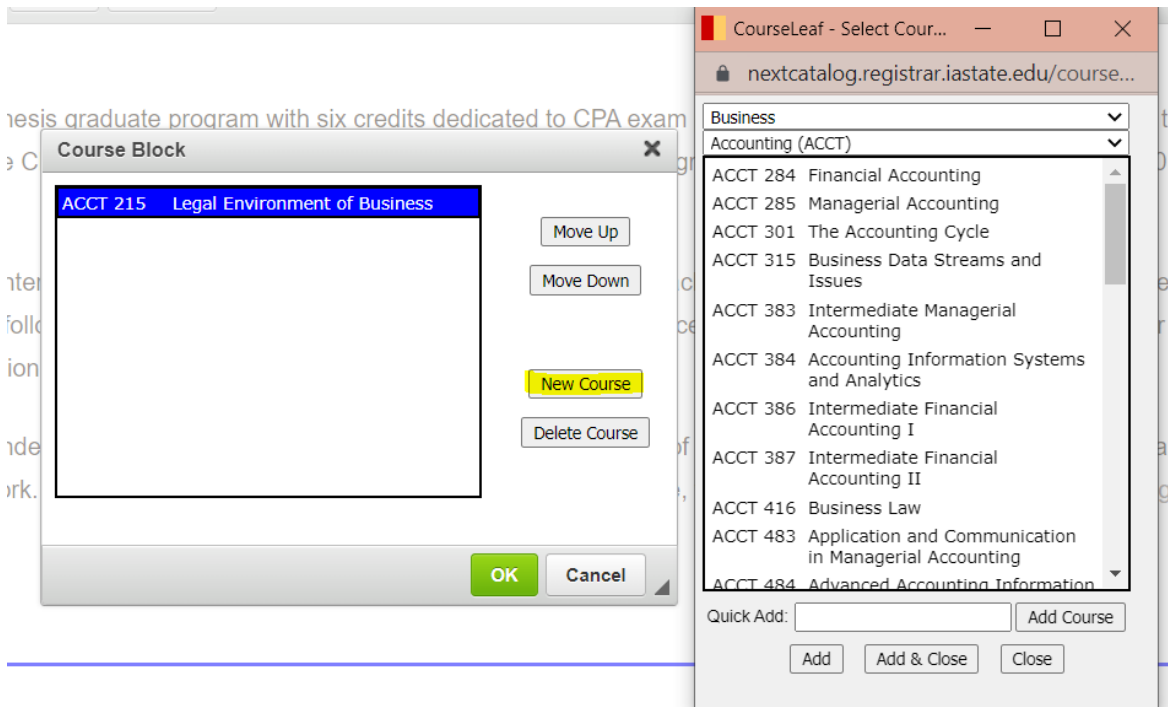
Sum Hours

Selecting this box will provide a total amount of credits for all courses in the grid at the bottom of the grid. Each semester is automatically summed without checking this box.

C. Course Block: a list of expandable courses to include catalog description

To add courses, click 'New Course' and either search by College and Department or use the quick add option. The quick add is not case sensitive but does require the correct spacing.

If adding multiple courses, select 'Add' until complete followed by 'Close'. If just adding one course or adding your last selection click 'Add & Close'.



Users will be able to expand the courses listed to view catalog information for the course.

FRESHMAN SPRING

ACCT 284: Financial Accounting

(3-0) Cr. 3. F.S.SS.

Introduction to the basic concepts and procedures of financial accounting from a user perspective. The course examines the accounting cycle, business terminology, basic control procedures, and the preparation and evaluation of financial reports, with an emphasis on financial statement analysis.

SOPHOMORE FALL

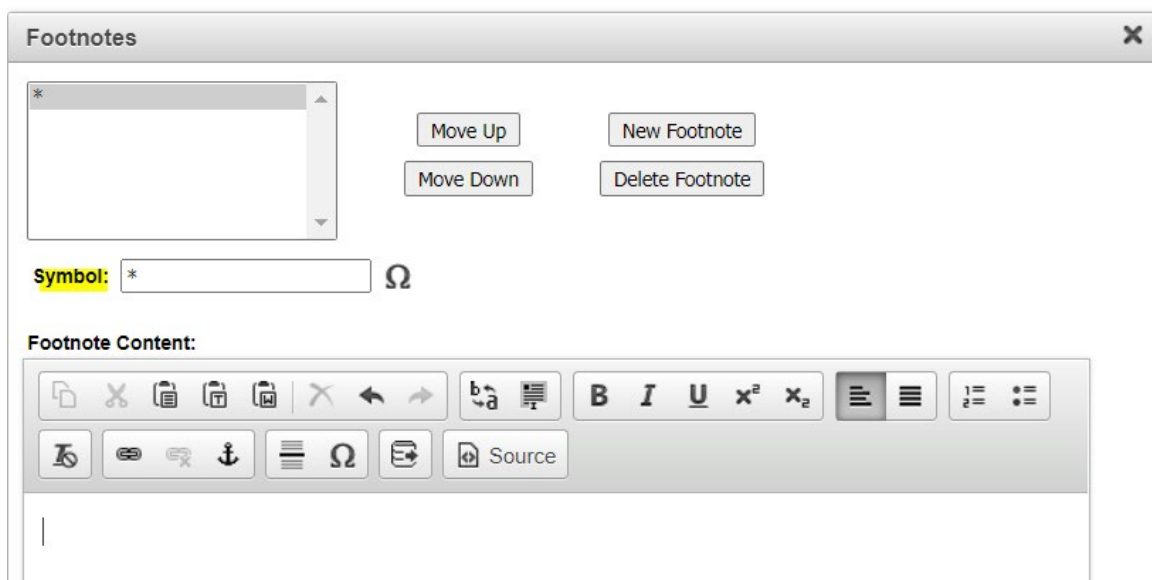
ACCT 301: The Accounting Cycle

ACCT 285: Managerial Accounting

MIS 301: Management Information Systems

D. Footnotes: adds a textbox to define any footnote symbols added to content

To start, add the footnote symbol used to the symbol field. Select the symbol from the list in the upper left-hand corner and add the content. To add additional footnotes, select 'New Footnote' and repeat the process.



E. Insert Database Field

It is recommended to link courses when referenced in general content to allow users to quickly find the full catalog description.

Start by highlighting the course you want to link and click the 'Insert/Edit Database Field' button. A blue box will now appear around the course.



To customize the link, double click the blue box and select from the variety of format options to fit your needs.

Format:

