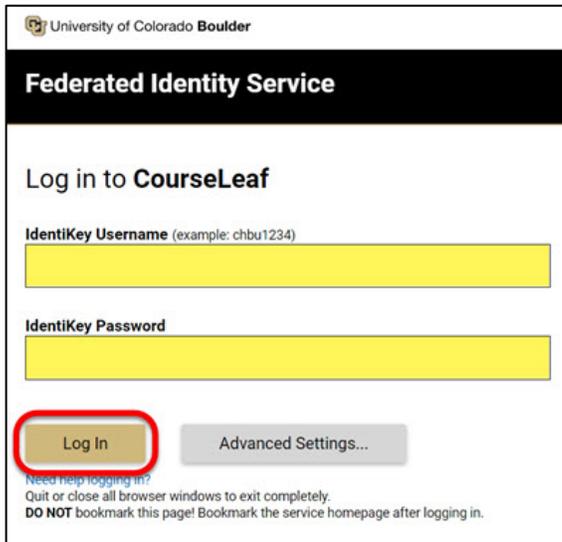


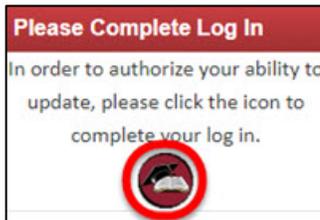
Edit an Existing Course

1. Log in to CourseLeaf.

- Go to <https://catdev.colorado.edu/courseadmin>.
- To log in, enter your IdentiKey username and password, then click “Log In.”

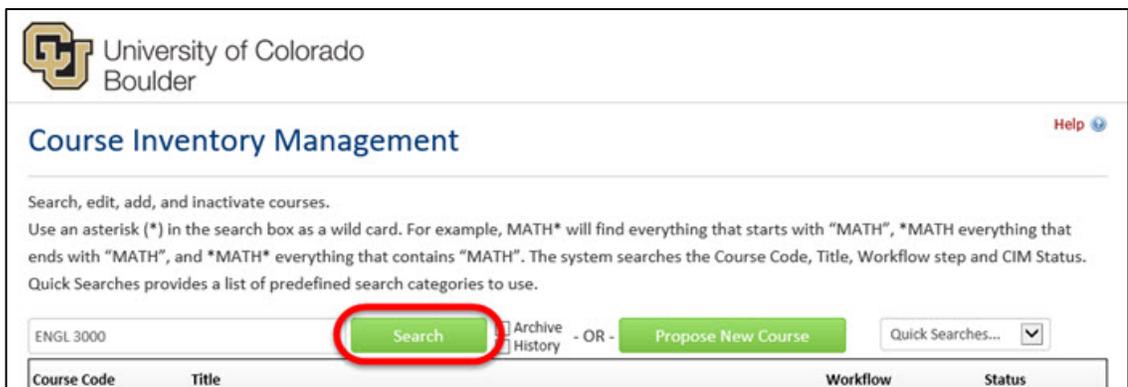


- Click the CourseLeaf icon to finish logging in.



2. Find the Course.

- On the “Course Inventory Management” page, enter the course prefix and course number in the search field and click “Search.”



b. Below the table, a preview window will appear with details for the selected course.

This screenshot shows the course management interface for ENGL 3000. At the top left, there are three buttons: "Inactivate" (red), "Export to PDF" (grey), and "Export to Word" (grey). At the top right, there is a green "Edit Course" button and a red "Preview Workflow" link. The main heading reads "Viewing: ENGL 3000 : Shakespeare for Nonmajors". Below this is a table with the following content:

Catalog Pages	British and Irish Studies - Certificate
referencing this	English
course	English (ENGL)
	Foundations of Western Civilization - Certificate

3. Edit the Course.

a. To inactivate the course:

i. Click "Inactivate."

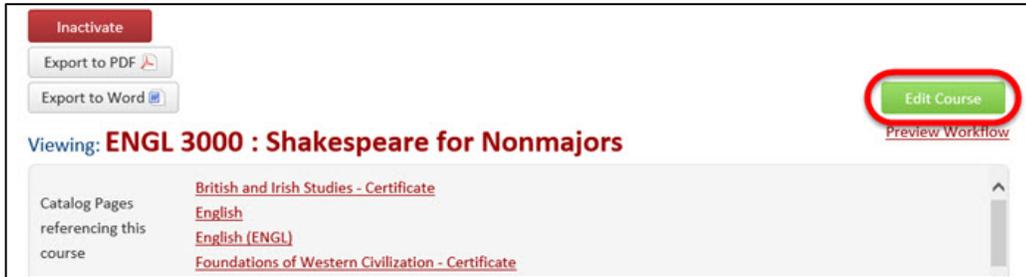
This screenshot is identical to the previous one, but the "Inactivate" button is circled in red to indicate it should be clicked.

ii. Select the inactivation term from the drop-down menu, enter the reason for inactivating the course, then click "Submit for Approval."

This screenshot shows the "Inactivating: ENGL 3000" form. At the top left is the University of Colorado Boulder logo. The form contains the following elements:

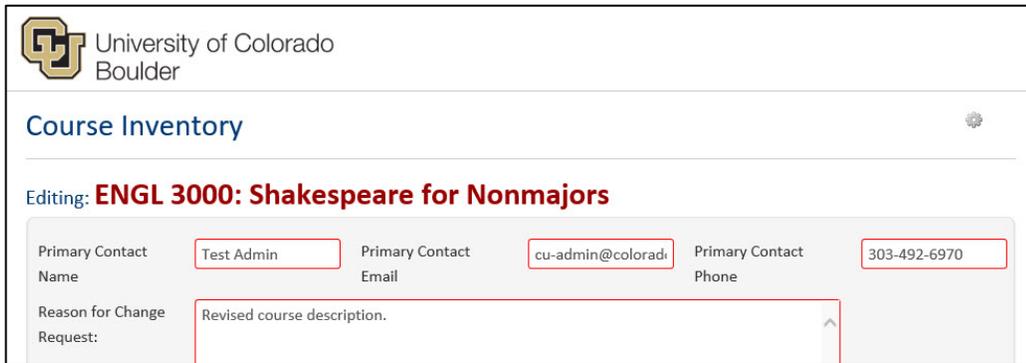
- A red "Cancel" button and a green "Submit for Approval" button, both circled in red.
- An "End Term" label next to a yellow dropdown menu with "Select..." and a downward arrow.
- A "Justification for this request" label next to a large yellow text area with upward and downward arrows.

- b. To revise the course:
- i. Click “Edit Course.”



- ii. In the pop-up window, complete all required (outlined in red) and applicable fields.

Note: Please refer to our tips for completing the form on the next page.



- iii. When you’re done editing, click the appropriate button to cancel, save or submit the form.

- **Cancel:** Discard your changes and return to the previous window.
- **Save Draft:** Save your changes as a draft so you can return to the form at a later time. *This does not submit your proposed changes for review. You can save the form without completing all the required fields.*
- **Submit for Approval:** Submit your changes for review and approval.



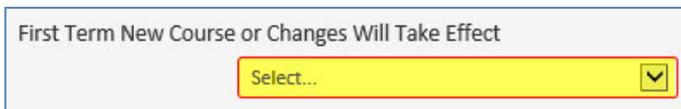
4. To revise additional courses, return to course inventory management. To log out, close your browser window.

Tips for Completing the Course Revision Form

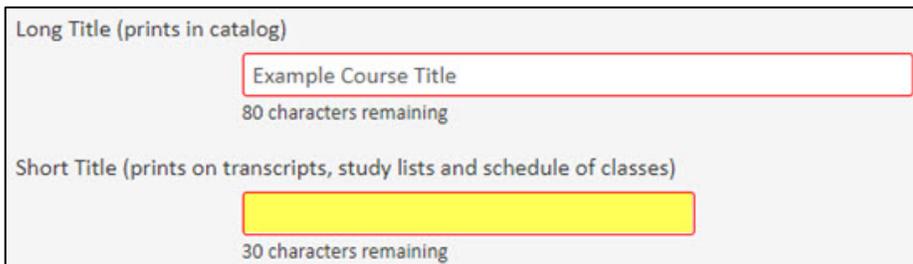
- **Save often.** This form does time out, so click **Save Draft** (bottom of form) at least once an hour to avoid losing your work.
- **“Course Type” table:** Click the green plus symbol (“Click to add a new row”) to add another component type.



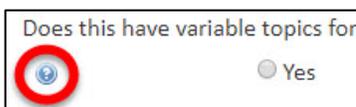
- **“First Term New Course or Changes Will Take Effect” drop-down:** This menu only lists available terms.



- **“Long Title (prints in catalog)” field:** If the title is more than 30 characters long, a required “Short Title” field will appear below it.



- **“Help” icon:** Hover over or click this for additional information about the form field.



- **“Supporting Documents (Syllabus, etc.)” upload control:** If desired, click “Attach File(s)” and follow the prompts to upload supporting documentation (e.g., a course syllabus).

