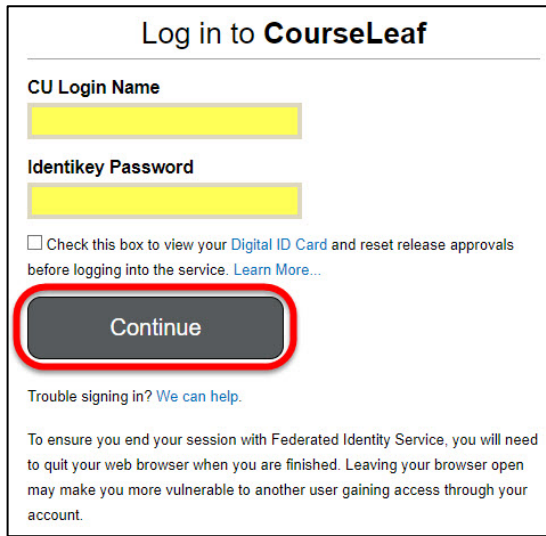


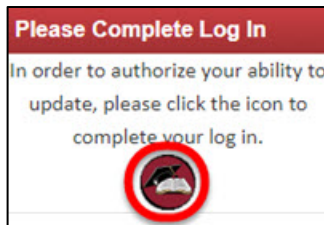
Edit an Existing Course

1. Log in to CourseLeaf.

- Go to <https://catdev.colorado.edu/courseadmin>.
- To log in, enter your IdentiKey and password, then click **Continue**.

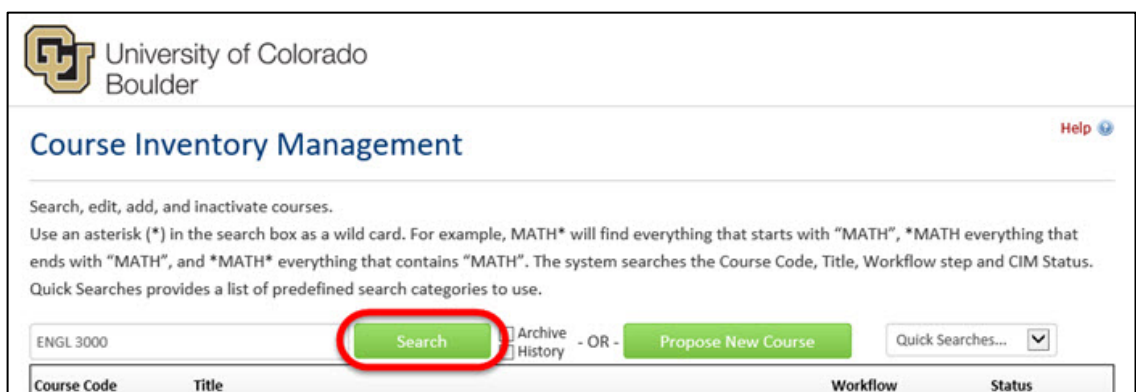


- Click the **CourseLeaf icon** to finish logging in.



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.

Inactivate

Export to PDF

Export to Word

Edit Course

Preview Workflow

Viewing: **ENGL 3000 : Shakespeare for Nonmajors**

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**.

Inactivate

Export to PDF

Export to Word

Edit Course

Preview Workflow

Viewing: **ENGL 3000 : Shakespeare for Nonmajors**

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

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

University of Colorado
Boulder

Inactivating: **ENGL 3000**

End Term

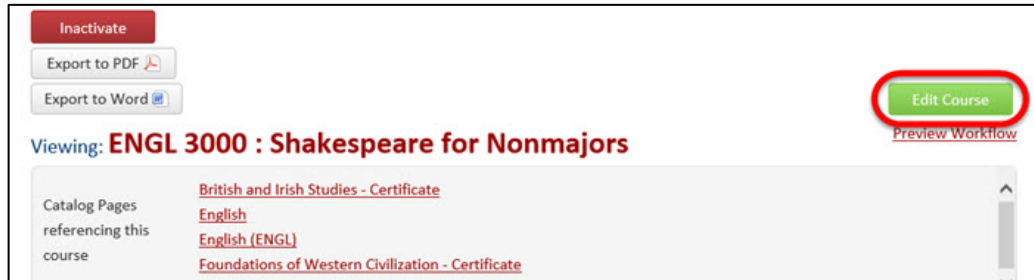
Justification for this request

Cancel

Submit for Approval

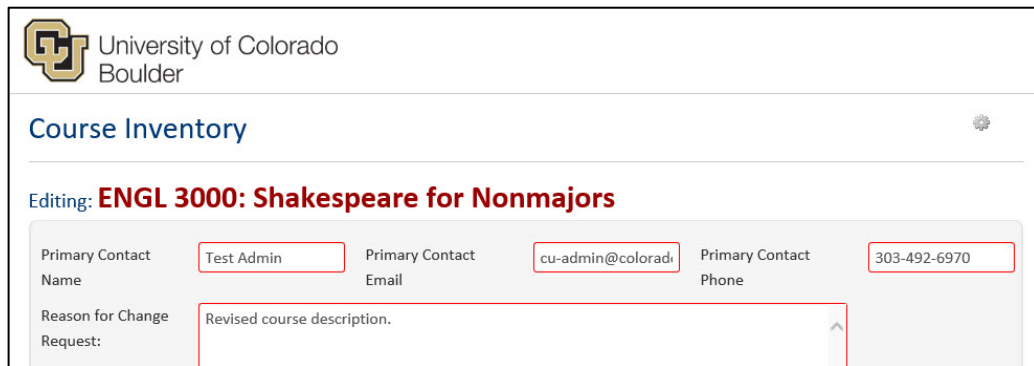
b. To revise the course:

i. Click **Edit Course**.



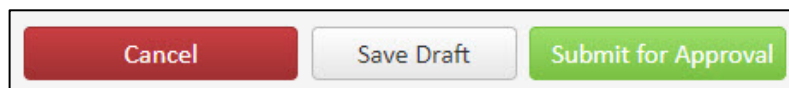
ii. In the pop-up window, complete all required (outlined in red) and applicable fields.

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.



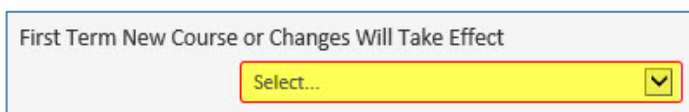
4. To revise additional courses, return to the **Course Inventory Management** screen. To log out, close your browser window.

Tips for Completing the Course Revision Form

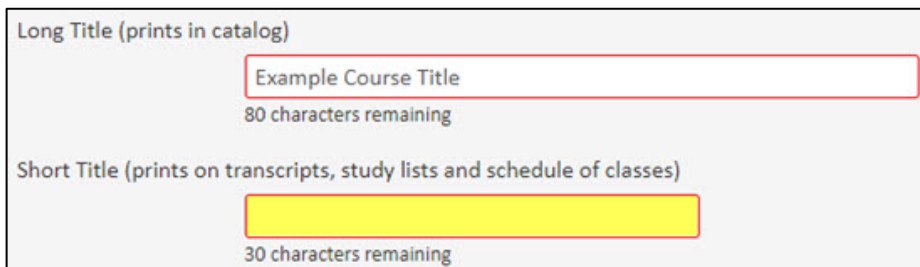
- **Save often.** This form does time out, so click **Save Draft** (bottom of form) at least once an hour to avoid losing your work.
- **Course Type table:** Click the green plus symbol (“Click to add a new row”) to add another component type.



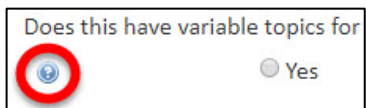
- **First Term New Course or Changes Will Take Effect:** This drop-down menu lists available terms only.



- **Long Title (prints in catalog):** 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:** If desired, click **Attach File(s)** and follow the prompts to upload supporting documentation (e.g., a course syllabus).

