Log In

· Go to http://smartcatalogiq.com/sitecore
· Enter User name: Dartmouth\net ID
  - Example—Dartmouth\D12345A
· Password: dartmouth*
  - Password is case sensitive

Open an existing course

· Open the WORKBOX, located toward the bottom left of the screen.
· Click the REVIEW folder. Choose the course you want to review, either by clicking the TITLE, or the OPEN button.
OR
· In the “content tree” in the left pane, open CONTENT > CATALOGS > DARTMOUTH COLLEGE > 2015-DRAFT > ORC > COURSE DESCRIPTIONS > open your DEPARTMENT/PROGRAM (using the + sign on the right side of the grey bar) and click on the COURSE you want.

Review and edit an existing course

· Lock the course for editing: either click LOCK AND EDIT in the yellow prompt, or click the EDIT button (picture) on the ribbon. The edit button will turn orange when the course is locked.
· To edit “content”: click SHOW EDITOR button located just above the content box. Edit text in pop-up box. Click ACCEPT when finished, and then click the SAVE button on the ribbon.
· To edit all other information, simply click in the field you would like to edit. Remember to SAVE your edits.

To submit or reject

· Click EDIT button (text). A dropdown menu will appear. Click SUBMIT or REJECT.
· OR close window and return to your WORKBOX and click the SUBMIT or REJECT button under the appropriate course. Here, you can also check the selection box for multiple courses and click SUBMIT (SELECTED) or REJECT (SELECTED) at the bottom of the list.
· OR in the content editor, select course in the “content tree,” lock it for editing, click the REVIEW tab at the top of the screen and click the SUBMIT or REJECT button.
**Add a new course**

- New courses are added to the ORC overnight following approval in DCARS.
- New courses are loaded to the New Course Supplement overnight following approval as well.
- Distributive and World Culture requirements may appear later than the main course information, due to different approval flows.
- Updates to existing courses that are approved in DCARS are loaded to the unpublished ORC, and **not** to the New Course Supplement.

**“Delete” a course**

- To make a course not appear in the published catalog, but have it available for future years, email the Registrar’s Office with course information.
- To delete a course permanently, mark it as “to be removed” under the edit dropdown menu. We will contact you to ensure that you want the course removed, and will delete it.

**Cross-list a course**

- Open a course as if you are editing it.
- Scroll down to the **CROSS LISTING** section (expand it by clicking on the **+ sign** on the right side of the grey bar, if necessary).
- In the “Cross Listed Courses Narrative” field, enter the cross-listed courses with their department code and number (e.g. PHIL-72).
- Click the **EDIT** link above the Cross Listed Courses box. A dialog box will pop up. The left side is the “content tree” and the right side is your selected courses.
- Open the folders in the “content tree” (see the second method in the “Open an existing course” instructions)
- Double-click the course to be cross-listed in order to move it to the selected courses section. Click **OK**.

**Viewing currently locked items**

- Under the **REVIEW** tab, click the **MY ITEMS** button.
- Select multiple items by holding the Ctrl button and clicking on the courses.