

ORC/Catalog
Undergraduate
Editors and Reviewers
Reference Guide

DARTMOUTH

This guide is available online at

[https://www.dartmouth.edu/reg/docs/orc_catalog_reference_guide.pdf]

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Introduction

The Office of the Registrar maintains and publishes the *Organization, Regulations, and Courses Catalog*, or the *ORC/Catalog*. This guide outlines the process for editing and reviewing content in the catalog.

The *ORC/Catalog* opens for editing after the fall term starts and remains open until early June. During this time editors and reviewers (defined below) can view their content and make changes. It is important to note that most course data is updated through DCARS with the exception of the terms (fall, winter, spring, and summer) listed in the Offered field, the last name of the instructor, and the Prerequisite Narrative. Department/Program Mastheads are also updated directly in the *ORC/Catalog*.

Updates to distributives, cross-lists, course numbers and description, as well as new course proposals are submitted in DCARS. When new courses or changes to current courses are approved in DCARS the information is updated in next year's draft *ORC/Catalog*.

Editor vs Reviewer

There are two user-types for the *ORC/Catalog*: the editor and the reviewer. Typically, department/program chairs act as reviewers and department/program administrators act as editors. The editor submits initial updates to the department/program Masthead and course information, which includes the terms a course is offered, instructor name, and prerequisite material. The reviewer reviews updates made by the editor and may approve the current version or make further updates.

System Access

To access the application, log in at [Curriculum Strategy](#). If you need your login information, email the Registrar's Office at registrar@dartmouth.edu.

A screenshot of a login form. At the top, it says "Please login with your Sitecore credentials." Below this, there are two input fields: "Username" and "Password". To the right of the "Password" field is a link that says "Reset Password". At the bottom center of the form is a button labeled "Login".



Main Dashboard

The main dashboard displays each section of the Curriculum Strategy application. The Content Editor and Workbox are the focus of this guide.

Content Editor

The content editor page is the main platform for editing the catalog. Each user has access to catalog content based on their specific permissions.

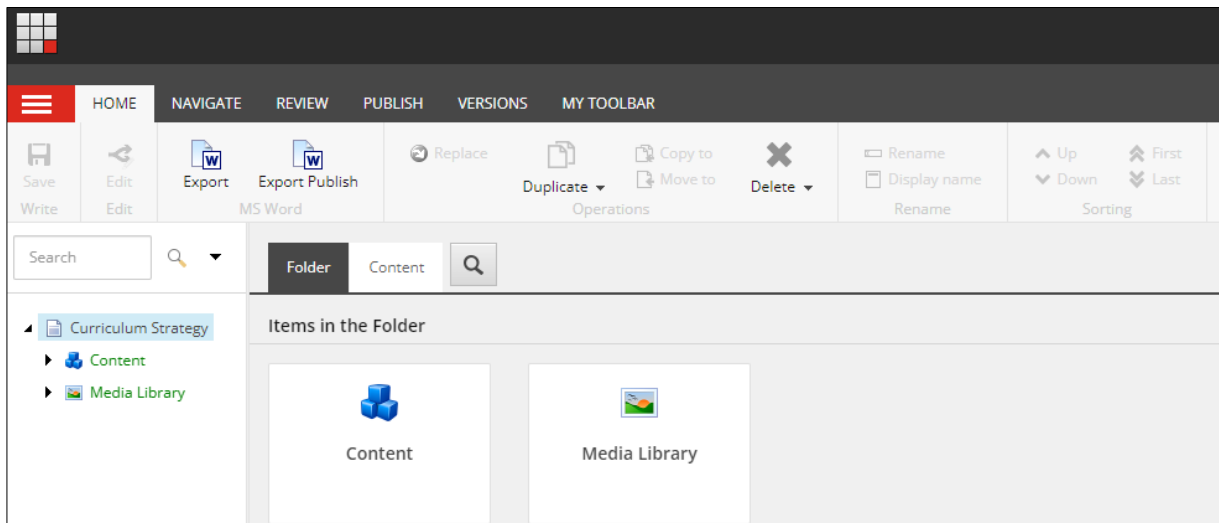
Workbox

The workbox displays the items within the workflow that are ready for your review.



Content Editor

Select the Content Editor page. This is the primary interface to select Department/Program content for editing.

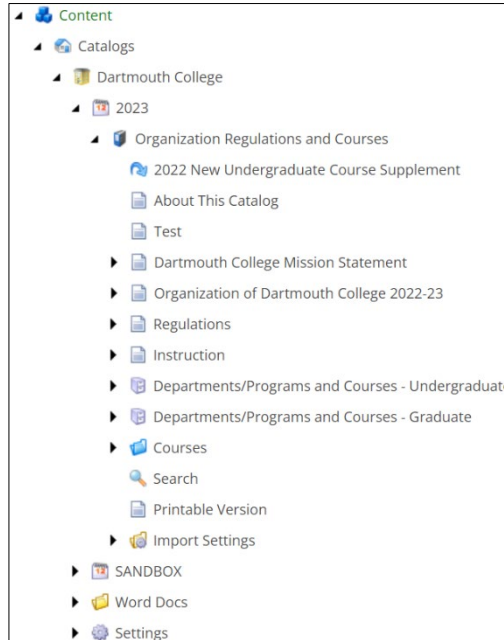


Expand Navigation Tree

Expand the widgets on the left side of the interface to find your Department/Program. Open Curriculum Strategy -> Content -> Catalogs -> Dartmouth College -> *Calendar Year* -> Department/Programs and Courses - Undergraduate -> *your department or program*. Once you've found the department/program or course you want to edit click on it to

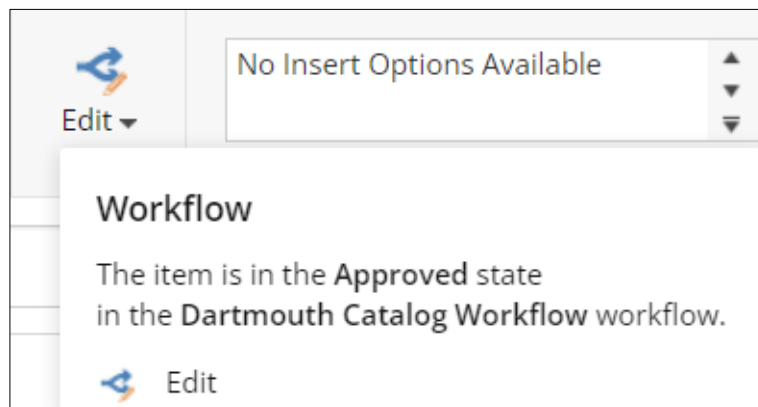
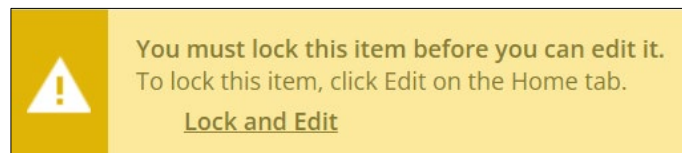


populate the content page with the relative information.



Lock Page for Editing

Lock the selected page for editing by clicking the ‘Lock and Edit’ option or expand the menu of the Edit button at the top of the screen and select ‘Edit.’ Content must be locked before you can edit; locking content prevents other editors from making changes to the page at the same time. If you’re done editing or don’t plan to return to editing right away be sure to save your changes and unlock the page by selecting “Check-In” from the Edit button menu. This ensures your changes are saved without needing to submit the changes for review.

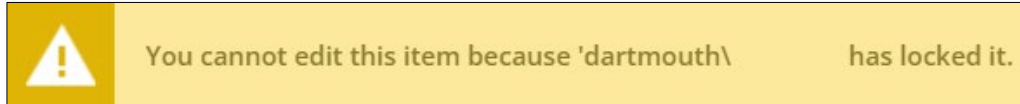




NOTE: There are two error messages regarding access to a page. If you select a page from a department/program you don't have access to edit, you'll see the following error:

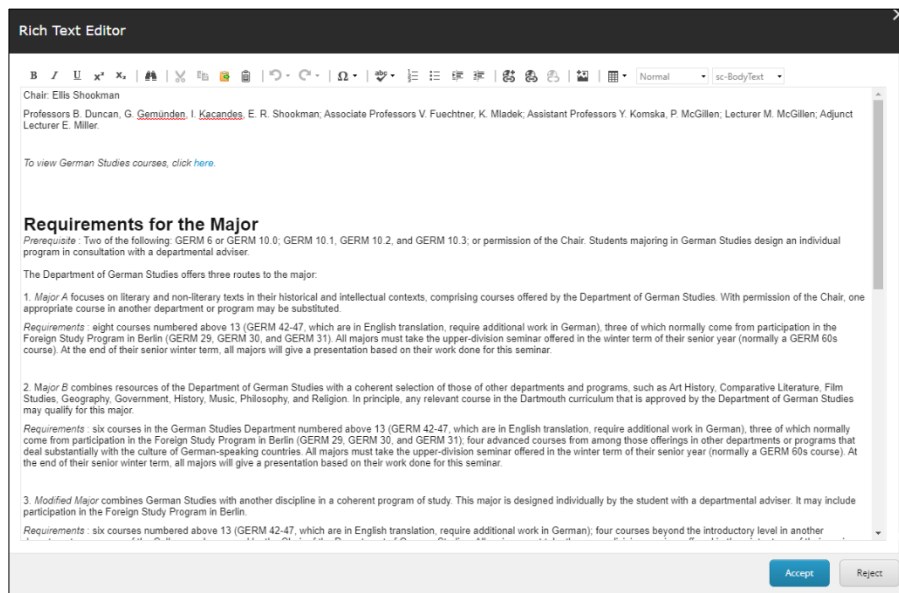


If you select a page from the department/program you have access to edit but see the below error it means that the user listed in the warning message has locked the page so they can edit the material. If you need access to the page you can email the user directly or reach out to the Registrar's Office:



Editing the Masthead

When editing the Masthead for a department/program, open the Rich Text Editor by selecting 'Show Editor.' This opens the Rich Text Editor window. Please review our [style guide](#) when making edits to the Masthead.



Editing Course Information

As mentioned earlier, only some fields can be edited directly at this stage. Most course updates must be submitted and approved in DCARS. However, there is course information that needs to be edited in the *ORC/Catalog* each year. The highlighted sections in the images below are available for editing:



Instructor Name

A freeform text field to add the course instructor's name.

Offered:

Distribution:

Instructor:

Notes:

[Show editor](#) | [Suggest fix](#) | [Edit HTML](#)

SIS ID - ID of the course in an external SIS such as Banner or Colleague. Used for import & export:

Term Offered

Select the term(s) the course is offered in the next academic year.

Credit Hours

Custom Fields

Distributives F19:

Department-Specific Course Categories:

SC To Remove Course

Offered 2:

[Select all](#) | [Deselect all](#) | [Invert selection](#)

Fall
 Spring
 Summer
 Winter

Degree Requirement Attributes:



Prerequisite Narrative

Add the prerequisite narrative text for the course. When referencing a course in the prerequisite narrative enter the course prefix and number (e.g., ANTH 3). When referencing multiple courses make sure to include the full prefix and number for each course. Once the courses are listed in the narrative section, add them to the Prerequisite field to link to the course description in the printed *ORC/Catalog*.

The screenshot shows a web form titled "Requisites" with a dark header bar. Below the header, there are five main sections, each with a light gray background header and a white content area:

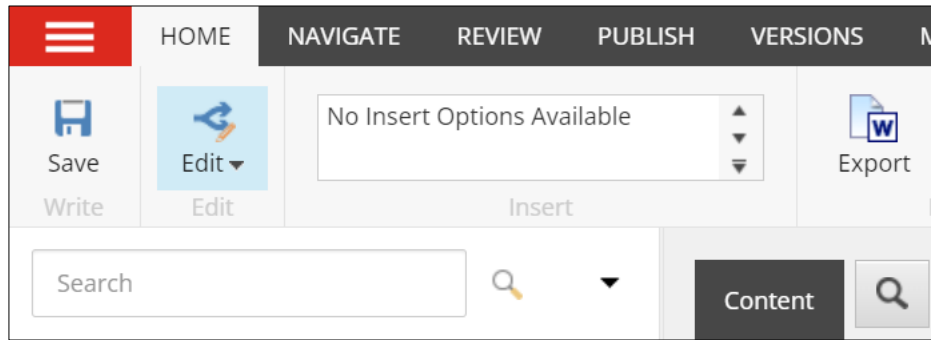
- Prerequisite Narrative:** A single-line text input field.
- Prerequisites:** A header with the word "Prerequisites:" and a blue "Edit" link below it, followed by a large, empty text area.
- Special Notes:** A header with "Special Notes:" and three blue links: "Show editor", "Suggest fix", and "Edit HTML", followed by a large, empty text area.
- Corequisite Narrative:** A single-line text input field.
- Corequisites:** A header with "Corequisites:" and a blue "Edit" link below it, followed by a large, empty text area.

Department-Specific Course Categories (optional)

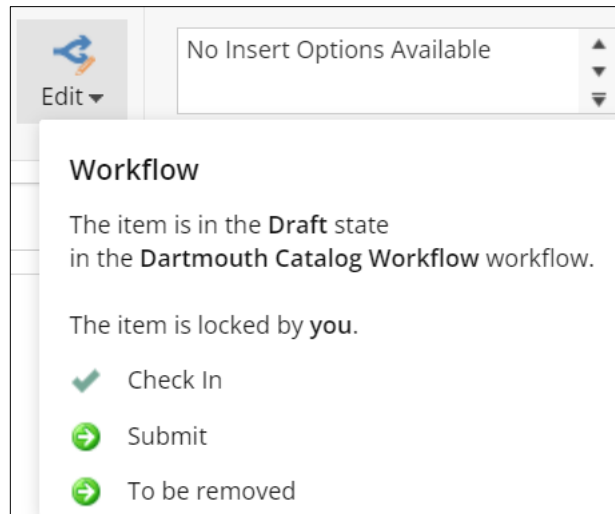
Some departments/programs organize their courses by category. This is a freeform space to enter any department/program specific categories to display in the *ORC/Catalog*.

Save and Submit

When you're done making edits select 'Accept' to close the Rich Text Editor screen. To save all changes made to the content page select 'Save' at the top of the screen.



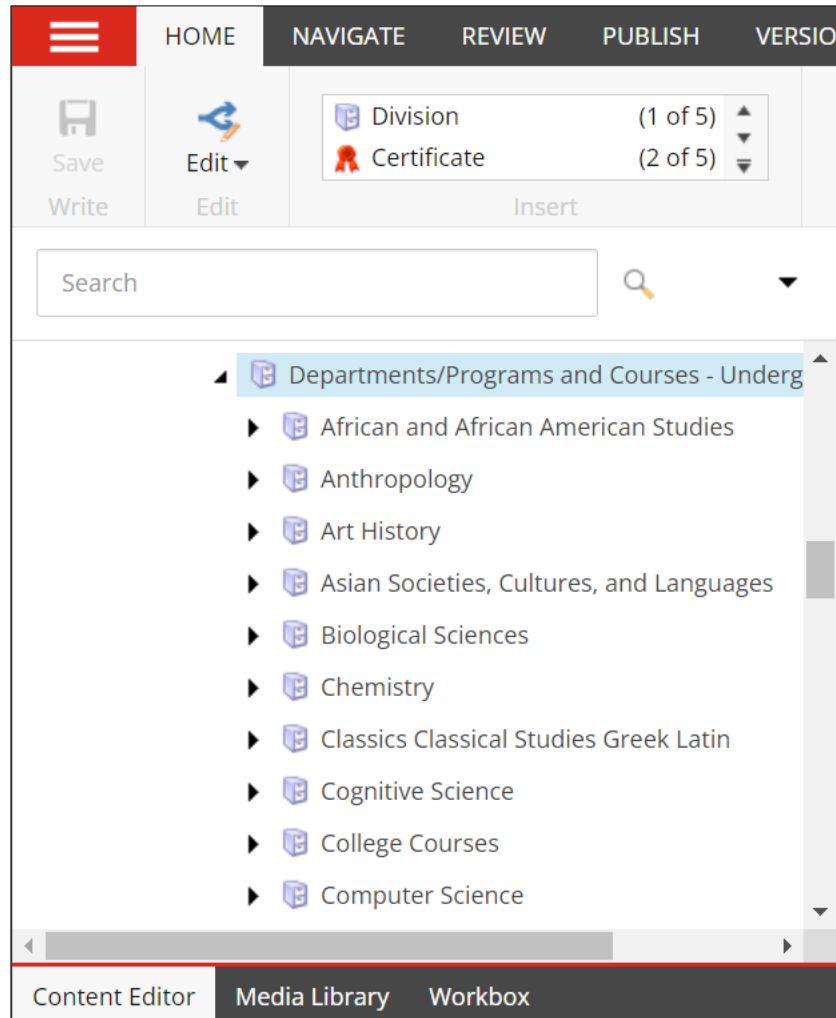
Once the changes are saved you may submit the changes for review. Open the 'Edit' drop down menu by clicking the widget, then select Submit. This action sends the changes to the reviewer, who will be able to review and approve the changes you made.





Review

To begin the review process, open the 'Workbox' from the main dashboard page, or if you are in the Content Editor select the 'Workbox' tab at the bottom of the page.



Review Edits

The Workbox page displays all material that needs to be reviewed. Any edits made in the Content Editor that were saved and submitted for review are placed in the Review category.



Dartmouth Catalog Workflow

Review - (4 items)

- GERM-81** - (English, version 4)
Last change: dartmouth\ changed from Draft to Review on Monday, March 6, 2023.
Comments: More ▾
[Preview](#) [Open](#) [Diff](#) [Submit](#) [Reject](#) [To be removed](#)
- GERM 30** - (English, version 6)
Last change: dartmouth\ changed from Draft to Review on Monday, March 6, 2023.
Comments: More ▾
[Preview](#) [Open](#) [Diff](#) [Submit](#) [Reject](#) [To be removed](#)
- GERM 5** - (English, version 4)
Last change: dartmouth\ changed from Draft to Review on Monday, March 6, 2023.
Comments: More ▾
[Preview](#) [Open](#) [Diff](#) [Submit](#) [Reject](#) [To be removed](#)
- GERM 2.03** - (English, version 3)
Last change: dartmouth\ changed from Draft to Review on Friday, February 24, 2023.
Comments: More ▾
[Preview](#) [Open](#) [Diff](#) [Submit](#) [Reject](#) [To be removed](#)

Submit (selected) Submit (all) Reject (selected) Reject (all) To be removed (selected) To be removed (all)

To compare the changes made to a page, select the Diff link to bring up the compare version dialog box. In this view you can scroll through all and view the changes made between two versions of the material.

Compare Versions [X]

In the drop-down menus, select the two versions that you want to compare. The differences are highlighted in the relevant fields. Click One column to see the differences combined in one field and click Two columns to see the differences side by side.

One column **Two columns**

5 4

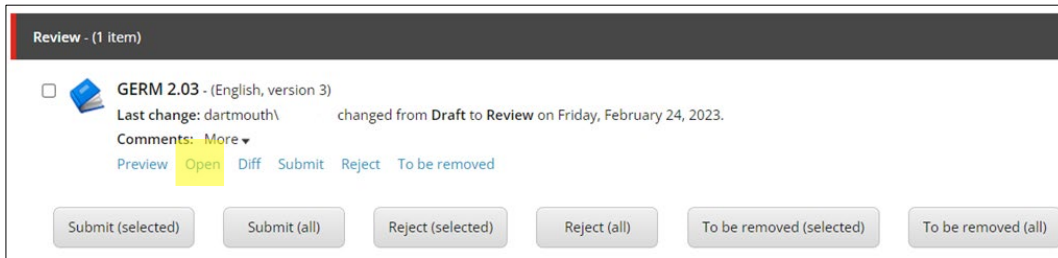
Information [^]

Course Name: Global South Asia	Course Name: Global South Asia
Course Number: 90.09	Course Number: 90.09
Course Description: Home to some of the world's richest people and biggest companies, South Asia has been the source of countless stories of success. Yet there's more to these stories than meets the eye. What makes South Asia important globally and what is the history behind South Asia's	Course Description: Home to some of the world's richest people and biggest companies, South Asia has been the source of countless stories of success. Yet there's more to these stories than meets the eye. What makes South Asia important globally and what is the history behind South Asia's

OK



To make further edits to a page, close the comparison window and then select the Open link, which opens the Content Editor. Follow the instructions in the sections above to make any additional edits. If further edits are made, saved, and submitted, return to the Workbox to continue the review process.



If you want to return a page to the editor for further edits, select the Reject Link, click the check box next to the items you're returning and select the Reject (selected) button, or if you are returning all edits select the Reject (all) button.

When you are satisfied with the edits that have been made, select the 'Submit' link to move the edits from the Review folder to the Registrar's Final Approval Workbox. Items in Final Approval Workbox are no longer visible and are ready to be published in next year's ORC/Catalog. If a page was sent to Final Approval on accident email the Registrar's Office at registrar@dartmouth.edu to request the page be sent back to Review.