SmartCatalog IQ: Quick Reference

Department/Program Administrators (Editors)

Log In

· Go to http://smartcatalogiq.com/sitecore/

· Email: registrar@dartmouth.edu for username and password

Open an existing course

· Open the WORKBOX, located toward the bottom left of the screen.

· Click the DRAFT folder. Choose the course you want to edit, either by clicking the TITLE, or the OPEN button.

OR

· In the "content tree" in the left pane, open CONTENT > CATALOGS > DARTMOUTH COLLEGE > 2016-DRAFT > ORC > COURSE DESCRIPTIONS > select your DEPARTMENT/PROGRAM and click on the COURSE you want.

Edit an existing course

· Lock the course for editing: either click LOCK AND EDIT in the yellow prompt, or click the ED-IT button (picture) on the ribbon. The edit button will turn orange when the course is locked.

· Click ACCEPT when finished, and then click the SAVE button on the ribbon. Finally, in the **Edit** button dropdown menu, click the **Check In** button.

To submit

· Click EDIT button (text). A dropdown menu will appear. Click SUBMIT.

· *OR* close window and return to your WORKBOX and click the SUBMIT 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* select course in the "content tree," lock it for editing, click the REVIEW tab at the top of the screen and click the SUBMIT 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· Updates to existing courses that are approved in DCARS are loaded to the unpublished ORC, and **not** to the New Course Supplement.

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.

Remove a course

· To delete a course from this catalog mark it as "to be removed" under the Edit dropdown menu. It will be removed prior to publishing.

Re-add a course: -

If you wish to re-add the course and there is no change from its last offering, use the Reinstate No Change (RNC) functionality in DCARS.