

SmartCatalog IQ: Quick Reference

Department/Program Chairs (Reviewers)

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 **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 > 2016-DRAFT > ORC > COURSE DESCRIPTIONS** > open your **DEPARTMENT/PROGRAM** 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.
- 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 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- Updates to existing courses that are approved in DCARS are loaded to the unpublished ORC, and **not** to the New Course Supplement.

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.