

COURSELEAF CIM QUICK GUIDE

EDITING OR ADDING A COURSE

1. In a web browser, navigate to: <https://next.bulletin.vcu.edu/courseadmin>
2. Find your course with the search box or click Propose New Course.
3. Fill in the form completely. Items with a red border are required for submission to workflow.
4. At the bottom of the form, click Save to save without submitting or Start Workflow to save and submit to workflow.


Course Proposals and Edits will appear immediately in CIM Programs but will not be available to the next version of the catalog course inventory until final approval.

EDITING OR ADDING A PROGRAM

1. In a web browser, navigate to: <https://next.bulletin.vcu.edu/programadmin>
2. Find your program with the search box or click Propose New Program.
3. Fill in the form completely. Items with a red border are required for submission to workflow.
4. At the bottom of the form, click Save to save without submitting or Start Workflow to save and submit to workflow.

Program Edits will appear immediately in the next version of the catalog. New Programs will not appear in the next version of the catalog until placed there by a catalog editor.

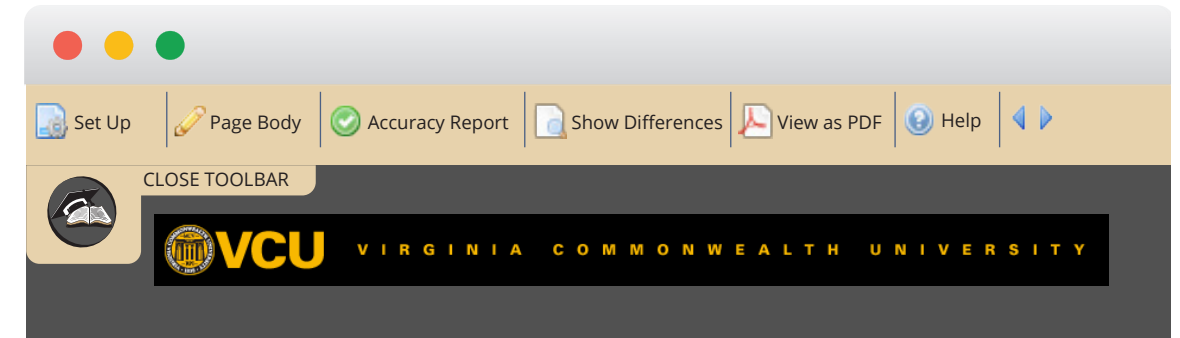
WHERE DO I GO FOR HELP?

Wherever you see the Help Icon  (at the top of the CIM screen, in the toolbar of a CAT page), you can view Help Documentation including:

- Step by step guides to all CourseLeaf tools
- Help videos of key CourseLeaf features
- A Frequently Asked Questions (FAQ) section
- Registration for LilyPad University, our live weekly webinar for all clients of CourseLeaf

COURSELEAF CAT QUICK GUIDE

1. Go to: <https://next.bulletin.vcu.edu>
2. Use the navigation or search box to find a page you are responsible to edit.
3. Log in using your username and password.
4. Click the “Edit Page” logo at the top of the screen to reveal the toolbars.



5. Use the Setup tool to update the title and search words.
6. Use the Page Body tool to edit the content, or if there are tabs on the page, to edit the Overview tab.
7. Click the Accuracy report to check for warnings such as missing course data.
8. Click the View as PDF tool to view current edits in PDF format.
9. When finished making edits, click the green Start Workflow button in the lower right.

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[Start Workflow](#)

WHO CAN I CONTACT?

bulletin@vcu.edu
<http://provost.vcu.edu/academic-affairs/operations/cat-and-cim/>