

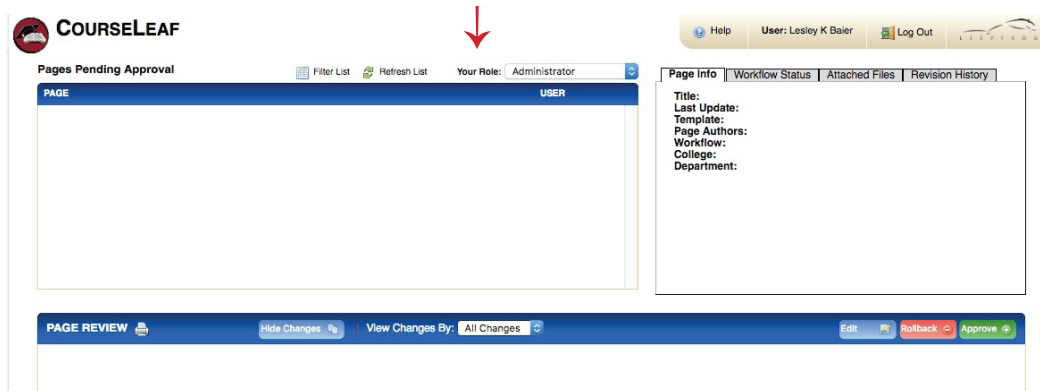
Working in CourseLeaf CAT

A Step-by-Step Guide for GSAS P&P

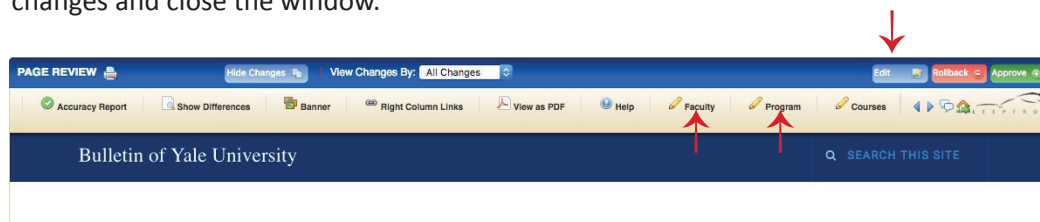
Faculty and Program (Graduate School of Arts and Sciences)

Review and update departmental faculty and program information in CourseLeaf CAT by **Monday, March 12**.

1. Go to the CourseLeaf approvals page: <https://next.catalog.yale.edu/courseleaf/approve>. You will be required to log in via CAS.
2. Select your role from the “Your Role” dropdown box. (GSAS roles begin with “Grad” followed by a department’s subject abbreviation.)



3. Your page will appear under Page Review. Click the blue “Edit” button. A yellow toolbar will open; use the small blue left/right arrows on the right of this toolbar to scroll to the far right, where you will see “Faculty” and “Program” next to a pencil icon. Clicking on each of these opens a new editing window in which you can type changes to the text. When you are done, click OK at the bottom of the editing window to save your changes and close the window.



4. When you and your DGS have completed updating the Faculty *and* Program texts, click the green “Approve” button at the far right of the Page Review window. This sends the page to the next step in the Workflow. Once you click Approve, any additional changes will need to be requested in an e-mail to the Grad Bulletin editor, Lesley Baier (lesley.baier@yale.edu). *But if you unintentionally clicked Approve before completing your review*, e-mail Lesley and she will roll the page back to you.
5. Please note that Courses are not edited in CAT. The registrar’s office will offer training in the use of CIM (for proposing new courses or editing existing ones) and WEN (for scheduling courses) next month, when CIM and WEN open for 2018–19. In the meantime, you should begin gathering course information from your faculty and communicating with your colleagues about new courses that may have Grad numbers in multiple departments.
6. See also <https://registrar.yale.edu/sites/default/files/files/CAT%20GSAS%20Workshop.pdf> for the slides from last year’s CAT training for the GSAS P&P.

IMPORTANT NOTE

Please do *not* update an entry by copying and pasting text from your department’s website or any other document into the editing window. Doing so creates a formatting and editing nightmare. All changes should be individually typed (not copied/pasted).