

2015-16 Catalog Update Instructions

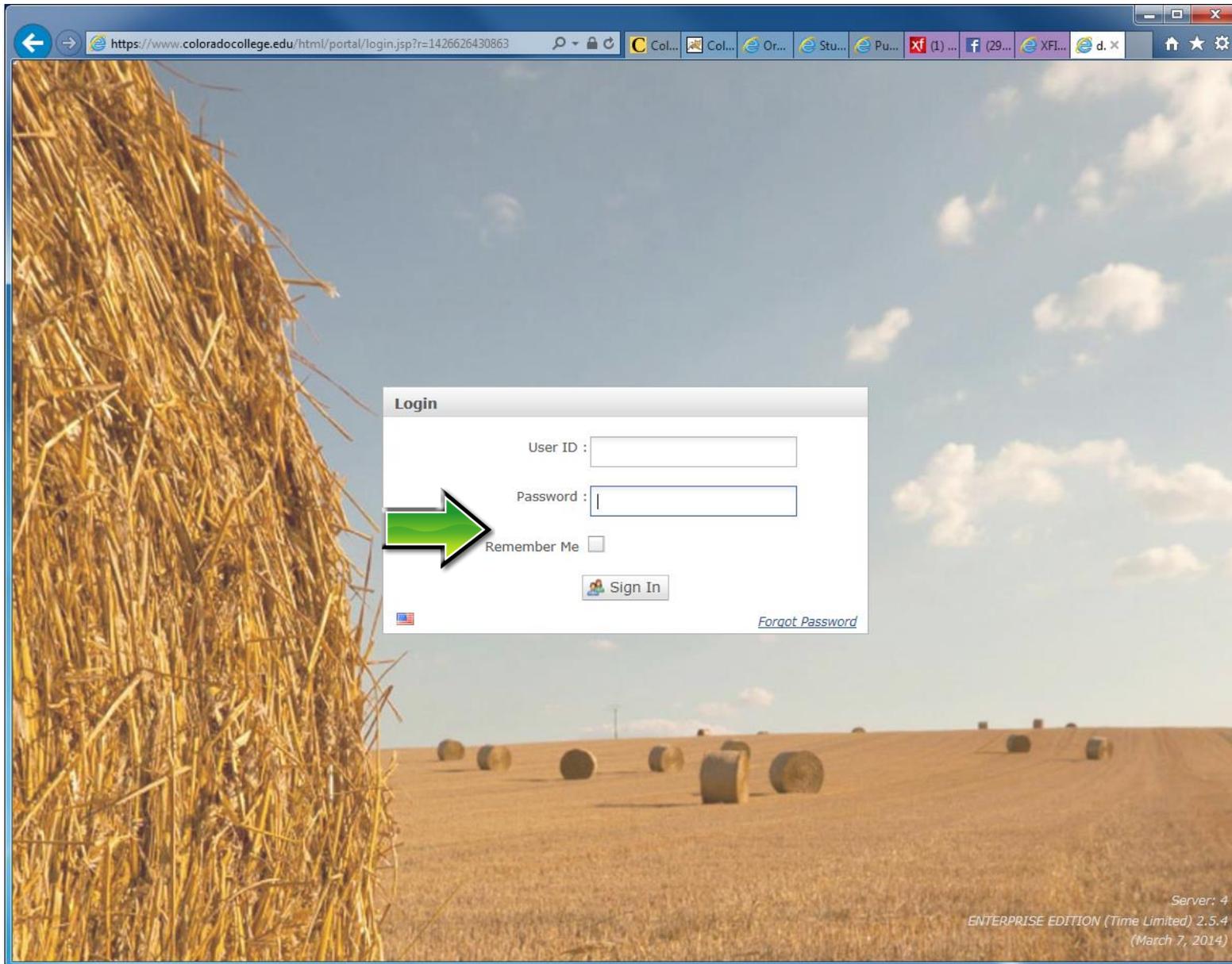
Begin by going to the Colorado College homepage: www.coloradocollege.edu

Edit the address in the browser line by adding /c (use lowercase c) and hit ENTER/RETURN



The screenshot shows a web browser window with the address bar containing <https://www.coloradocollege.edu/c>. The page features a large banner for "BLOCK EIGHT" (April 20 - May 13) with featured courses and events. Below the banner is a navigation menu with categories like "THE BASICS", "ACADEMICS", "LIFE AT CC", "ADMISSION & AID", "NEWS & EVENTS", and "FOR US". The "NEWSROOM" section highlights several articles, including one about Mary Jones '15 and Baheya Malaty '18 winning a Peace Prize, and another about CC Nepalese Students launching fundraising efforts.

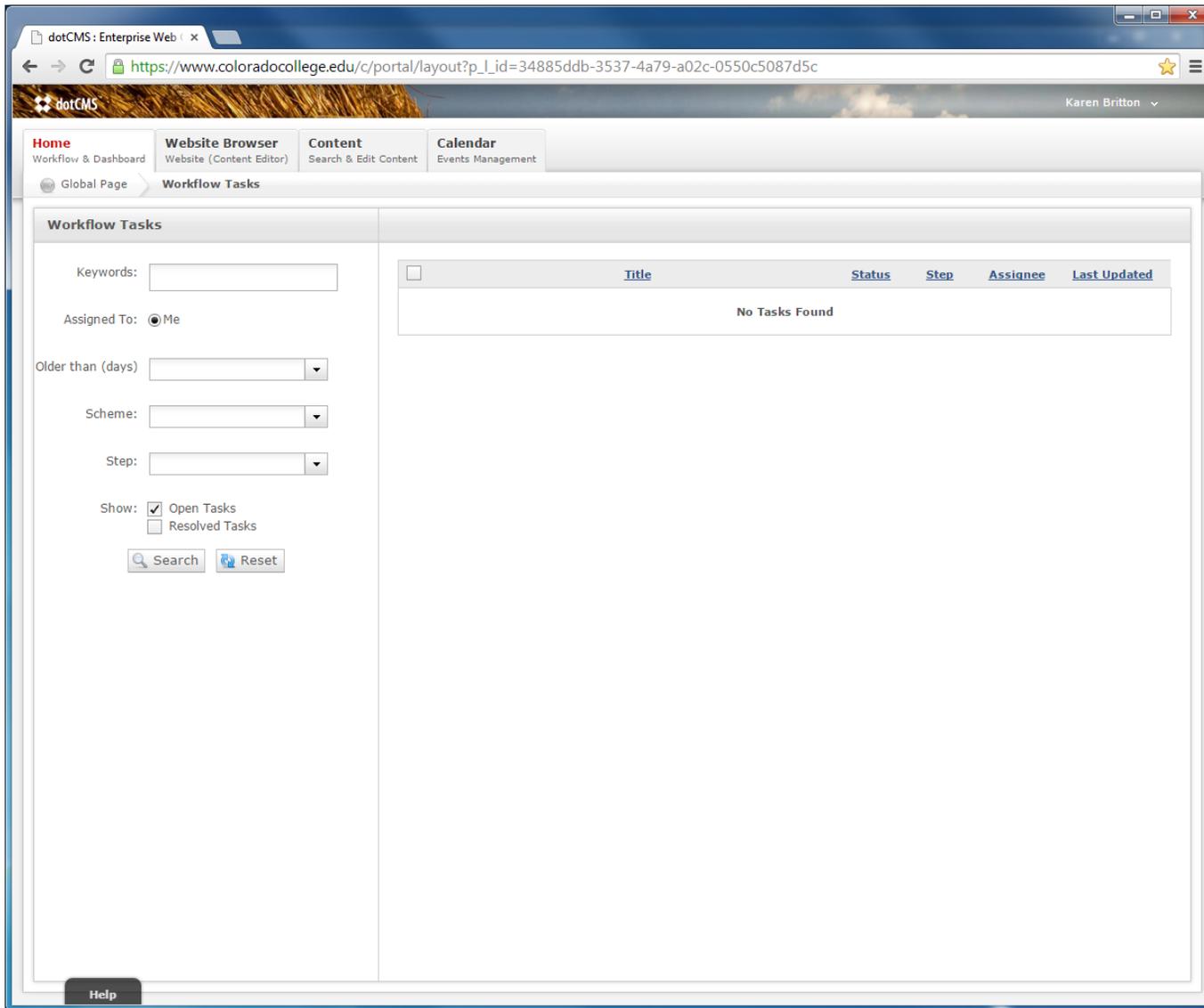
Login using your network login info (should be the same as your user ID and password for accessing your CC email account)
Click on SIGN IN



Once you are logged into the dotCMS page, you will see this screen (or something very similar to what you saw last year).

DO NOT begin editing from this page! You will need to either click on this link below or open a new tab and copy it into your browser

<https://www.coloradocollege.edu/academics/curriculum/catalog/edit.dot>



The following page will display. This is the page you will use to begin editing your department's content. It looks a little different from last year. We are working in a newer version of dotCMS. The next section will look familiar. Click on the EDIT CONTENT box, on the far right side, to access your department's section.

The screenshot shows a web browser window with the URL <https://www.coloradocollege.edu/academics/curriculum/catalog/edit.dot>. The page title is "2015-16 Catalog of Courses Editor" and the sub-header is "Departmental Courses". A sidebar on the left contains navigation options: "Publish Page", "Page Properties", "Page Statistics", "Edit Template", "Create New Page", "English - United States", and "Admin Screen". The main content area lists 17 departments, each with a "Last edited by" field and an "Edit Content" button. A large green arrow points to the "Edit Content" button for the "Anthropology" department.

Department	Last edited by	Status	Action
Anthropology	kbritton	May 1, 2015 11:53 AM	draft Edit Content
Arabic	n/a	April 3, 2015 5:33 PM	draft Edit Content
Art	n/a	April 3, 2015 5:33 PM	draft Edit Content
Chemistry and Biochemistry	n/a	April 3, 2015 5:33 PM	draft Edit Content
Classics	n/a	April 3, 2015 5:33 PM	draft Edit Content
Classics-English	n/a	April 3, 2015 5:33 PM	draft Edit Content
Classics-History-Politics	n/a	April 3, 2015 5:33 PM	draft Edit Content
Comparative Literature	n/a	April 3, 2015 5:33 PM	draft Edit Content
Computer Science	n/a	April 3, 2015 5:33 PM	draft Edit Content
Dance	n/a	April 3, 2015 5:33 PM	draft Edit Content
Dance Studio	n/a	April 3, 2015 5:33 PM	draft Edit Content
Economics and Business	n/a	April 3, 2015 5:33 PM	draft Edit Content
Education	n/a	April 3, 2015 5:33 PM	draft Edit Content
English	n/a	April 3, 2015 5:33 PM	draft Edit Content
Environmental Program	n/a	April 3, 2015 5:33 PM	draft Edit Content
Feminist and Gender Studies	n/a	April 3, 2015 5:33 PM	draft Edit Content
Film and Media Studies	n/a	March 18, 2015 10:40 AM	draft Edit Content
French	n/a	April 3, 2015 5:33 PM	draft Edit Content

Once you are in your section, do the following steps:

1. Lock for Editing (this will ensure that no one else can make changes to your section while you are in the editing process)
2. Make your changes (see pages 6 – 11 for details)
3. SAVE
3. SAVE / ASSIGN – When COMPLETELY FINISHED WITH ALL EDITS. You will be assigning to REGISTRAR (ASSIGNEE = REGISTRAR)

The screenshot shows the dotCMS content editor interface for 'Add/Edit CC - Catalog Section'. The interface includes a top navigation bar with 'Home', 'Website Browser', 'Content', and 'Calendar' tabs. The main content area displays form fields for 'Title' (Anthropology), 'Website' (http://www.coloradocollege.edu/academics/dept/anthropo...), and 'Faculty' (Professor HAUTZINGER, Associate Professor MONTAÑO (chair); Assistant Professors FISH, GÓmez, LEZA; Visiting Instructors BIGGS, LINFOOT, O'BRIEN, VONFELDT). Below these is a 'Dictionary Terms' field. At the bottom, there is an 'Intro. Text:' section with a rich text editor containing a paragraph of text about anthropology.

This brings you to the section you will need to edit.

Our GOAL is to have this content **EXACTLY MATCH** what you have on your department's webpage. You may just need to copy and paste information from your site, into these boxes (see NOTE below). Please call our office with any questions about this info (389-6610).

Sections (boxes) to edit include – ONLY THESE LISTED BELOW:

- TITLE – should load automatically with your department name
- WEBSITE – if your web address does not appear in the box, please add it
- FACULTY
- INTRO TEXT – please provide intro text for your department if available
- MAJOR REQUIREMENTS
- MINOR REQUIREMENTS

Please edit content only. No need to change formatting, this will automatically be done by the system.

You can add/delete text as needed. You can copy text from your website and paste it into the boxes below.

NOTE: You will need to use keyboard commands to Cut and Paste, your mouse will NOT work.

Keyboard commands, CTRL C (for copy), CTRL V (for paste).

WEBSITE / FACULTY / INTRO TEXT :

The screenshot shows the dotCMS content editor interface for editing a 'CC - Catalog Section'. The browser address bar shows the URL: https://www.coloradocollege.edu/c/portal/layout?p_l_id=34885ddb-3537-4a79-a02c-0550c5087d5c&p_p_id=EXT_21&p_p_action=1&p_p_state=max. The user is identified as Karen Britton.

The main content area displays the following fields:

- Title:** Anthropology
- Website:** <http://www.coloradocollege.edu/academics/dept/anthropolc>
- Faculty:** Professor HAUTZINGER, Associate Professor MONTAÑO (chair); Assistant Professors FISH, GÓMEZ, LEZA; Visiting Instructors BIGGS, LINFOOT, O'BRIEN, VONFELDT
- Dictionary Terms:** (empty field)
- Intro. Text:** Anthropology offers an expansive outlook on human life through time and across space. The anthropology major prepares students for a variety of careers across numerous fields, including but far from limited to academia. Majors are exposed to all four subfields of American anthropology: 1) archaeology, which focuses on the material cultures and peoples of the past; 2) biological anthropology, which examines the evolution of human biology and behavior stressing the influence of culture on evolution; 3) linguistic anthropology, which addresses both the formal complexity of linguistic systems and the role that language plays in the regulating and negotiating of social life; and 4) socio-cultural anthropology, which stresses contemporary peoples, combining ethnography and cross-cultural comparison to portray the variability of human value systems, practices, and organization.

The left sidebar contains the following sections:

- Content:** CC - Catalog Section, English - United States, Review Every (checkbox).
- Workflow:** Step: Registrar Review, Assignee: Jennifer Kulier, Locked: Karen Britton (Seconds Ago).
- Actions:** Release Lock, Save, Approve to Communications, Cancel.

Three green arrows point from the sidebar to the main content area: one from the 'Content' section to the 'Title' field, one from the 'Workflow' section to the 'Faculty' field, and one from the 'Actions' section to the 'Intro. Text' field.

MAJOR REQUIREMENTS and MINOR REQUIREMENTS :

The screenshot shows the dotCMS interface for editing a catalog section. The browser address bar shows the URL: https://www.coloradocollege.edu/c/portal/layout?p_l_id=34885ddb-3537-4a79-a02c-0550c5087d5c&p_p_id=EXT_21&p_p_action=1&p_p_state=max. The user is identified as Karen Britton.

The navigation menu includes: Home (Workflow & Dashboard), Website Browser (Website (Content Editor)), Content (Search & Edit Content), and Calendar (Events Management). The current page is "Add/Edit CC - Catalog Section".

The left sidebar contains the following sections:

- Content:** CC - Catalog Section (English - United States), Review Every (checkbox).
- Workflow:** Step: Registrar Review, Assignee: Jennifer Kulier, Locked: Karen Britton (Seconds Ago).
- Actions:** Release Lock, Save, Approve to Communications, Cancel.

The main content area is titled "Major Requirements:" and contains the following text:

Effective April 15, 2015

Students majoring in anthropology must complete a minimum of twelve (12) units of course work, including the following requirements:

Two required, discipline-wide courses (taught in fall semester):

- [AN215](#) Anthropological Theory
- [AN315](#) Senior Seminar in Anthropology

Two Courses with the Department's "Methods" designation

An additional 10 units of course work in the department**, distributed in the following categories:

- A minimum of one course in each of the 4 subfields (archaeological, biological, cultural, and linguistic anthropology)
- At least three anthropology courses at the 300-level (in addition to [AN315](#). Note: all 300-level courses have prerequisites; 2-block courses count as one course, but two units in the major)
- At least two courses tagged "M" for significant methodological content
- [AN400 Research in Anthropology](#) cannot substitute for 300-level courses.

All Seniors must submit a Senior Capstone Project (these may take longer- or shorter-duration forms; consult with advisor(s) and Senior Capstone Guidelines)

Major requirements may be satisfied by no more than:

- two units of off-campus credit
- two units of independent Readings/Research ([400](#)), and
- two cross-listed unit taught by non-departmental faculty (e.g. ethnomusicology, political ecology, ethnography, religion, RES or SW studies, etc.).**

Note: The department awards Distinction in Anthropology to students who present evidence of distinguished work. Consult the Majors Handbook for Distinction guidelines.

Path: p

WYSIWYG Language Variables:

The "Minor Requirements:" section contains the following text:

A minor in anthropology will consist of a minimum of five units of course work, to include the following:

- Courses in (at least) two of the four major subdisciplines (biological, cultural, archaeological, and linguistic anthropology) as described in the major requirements.
- At least one course at the 300 level

When you are working on your edits and need to save info and come back to it later, click **SAVE** on the left side of your screen. You should **SAVE** often while making changes. You will still be able to go back in and make additional changes if needed.

The screenshot shows a web browser window displaying the dotCMS content editor. The browser tabs include 'Colorado College Single S...', 'Class Schedule Search', 'Oracle Fusion Middleware', and 'Content Search : dotCMS'. The address bar shows the URL: https://www.coloradocollege.edu/c/portal/layout?p_l_id=71b8a1ca-37b6-4b6e-a43b-c7482f28db6c&p_p_id=EXT_11&p_p_action=1&p_p_state=maxi. The page title is 'Add/Edit CC - Catalog Section'. The interface includes a navigation menu with 'Home', 'Website Browser', 'Content', and 'Calendar'. The main content area is titled 'CC - Catalog Section' and includes a language dropdown set to 'English - United States' and a 'Review Every' checkbox. The 'Workflow' section shows 'Step: Backend Submit', 'Assignee: Nobody', and 'Locked: Karen Britton (3 Minutes Ago)'. The 'Actions' panel on the left contains 'Release Lock', 'Save', 'Save/Assign', and 'Cancel'. A green arrow points to the 'Save' button. The main editing area contains fields for 'Title' (Anthropology), 'Website' (http://www.coloradocollege.edu/academics/dept/anthropo...), 'Faculty' (Professor HAUTZINGER, Associate Professor MONTAÑO (chair); Assistant Professors FISH, GÓMEZ, LEZA; Visiting Instructors BIGGS, LINFOOT, O'BRIEN, VONFELDT), and 'Intro. Text' (Anthropology offers an expansive outlook on human life through time and across space. The anthropology major prepares students for a variety of careers across numerous fields, including but far from limited to academia. Majors are exposed to all four subfields of American anthropology: 1) archaeology, which focuses on the material cultures and peoples of the past; 2) biological anthropology, which examines the evolution of human biology and behavior stressing the influence of culture on evolution; 3) linguistic anthropology, which addresses both the formal complexity of linguistic systems and the role that language plays in the regulating and negotiating of social life; and 4) socio-cultural anthropology, which stresses contemporary peoples, combining ethnography and cross-cultural comparison to portray the variability of human value systems, practices, and organization.).

Once you are **COMPLETELY FINISHED** with all of your changes, click **SAVE/ASSIGN**. Once you **SAVE/ASSIGN**, you will not be able to go back in to make any additional changes. In the next box for “**ASSIGNEE**”, choose **REGISTRAR** from the drop-down menu. Then click **SAVE**.

The screenshot displays the dotCMS interface for editing a catalog section. The main content area shows the 'Title' field with the value 'Anthropology' and the 'Website' field with the value 'http://www.coloradocollege.edu/academics/dept/anthropo...'. A modal dialog box titled 'Actions' is open, showing the 'Execute Workflow' set to 'Save/Assign'. The 'Comments' field is empty. The 'Assignee' dropdown menu is visible, and a green arrow points to it. Below the dropdown are 'Save' and 'Cancel' buttons. A green arrow also points to the 'Save/Assign' option in the 'Actions' menu on the left side of the page.

Your edits are complete! THANK YOU!

Log out of the dotCMS system at the lower left hand side of this page.

The screenshot shows the dotCMS Site Editor interface for the 2015-16 Catalog of Courses. The browser address bar shows the URL: <https://www.coloradocollege.edu/academics/curriculum/catalog/edit.dot>. The interface includes a left sidebar with navigation options: Edit, Preview, and Live. Below these are buttons for Publish Page, Page Properties, Page Statistics, Edit Template, and Create New Page. A language dropdown is set to English - United States, and there is an Admin Screen button. The main content area is titled "2015-16 Catalog of Courses Editor" and "Departmental Courses". It lists 18 courses, each with its name, last edit date, and draft status. A green arrow points to the "Logout" button in the bottom left corner of the sidebar.

Course Name	Last Edited By	Date	Status	Action
Anthropology	kbritton	May 1, 2015 11:53 AM	draft	Edit Content
Arabic	n/a	April 3, 2015 5:33 PM	draft	Edit Content
Art	n/a	April 3, 2015 5:33 PM	draft	Edit Content
Chemistry and Biochemistry	n/a	April 3, 2015 5:33 PM	draft	Edit Content
Classics	n/a	April 3, 2015 5:33 PM	draft	Edit Content
Classics-English	n/a	April 3, 2015 5:33 PM	draft	Edit Content
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Comparative Literature	n/a	April 3, 2015 5:33 PM	draft	Edit Content
Computer Science	n/a	April 3, 2015 5:33 PM	draft	Edit Content
Dance	n/a	April 3, 2015 5:33 PM	draft	Edit Content
Dance Studio	n/a	April 3, 2015 5:33 PM	draft	Edit Content
Economics and Business	n/a	April 3, 2015 5:33 PM	draft	Edit Content
Education	n/a	April 3, 2015 5:33 PM	draft	Edit Content
English	n/a	April 3, 2015 5:33 PM	draft	Edit Content
Environmental Program	n/a	April 3, 2015 5:33 PM	draft	Edit Content
Feminist and Gender Studies	n/a	April 3, 2015 5:33 PM	draft	Edit Content
Film and Media Studies	n/a	March 18, 2015 10:40 AM	draft	Edit Content
French	n/a	April 3, 2015 5:33 PM	draft	Edit Content