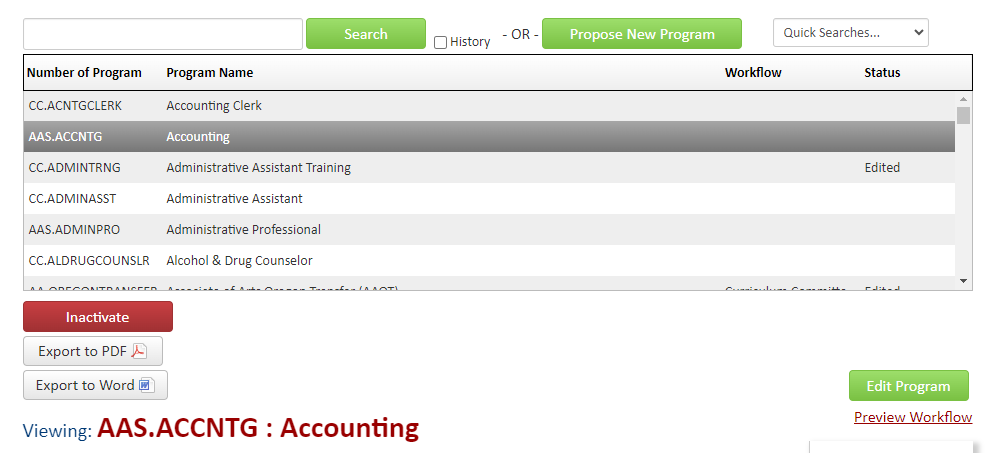
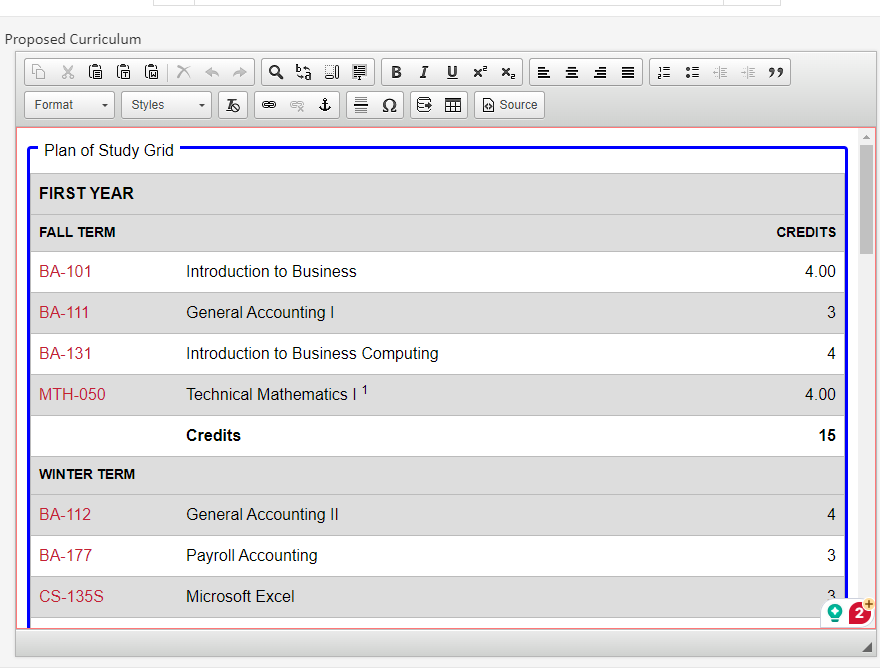
# CourseLeaf Program Edits

## Adding or removing a course from a program:

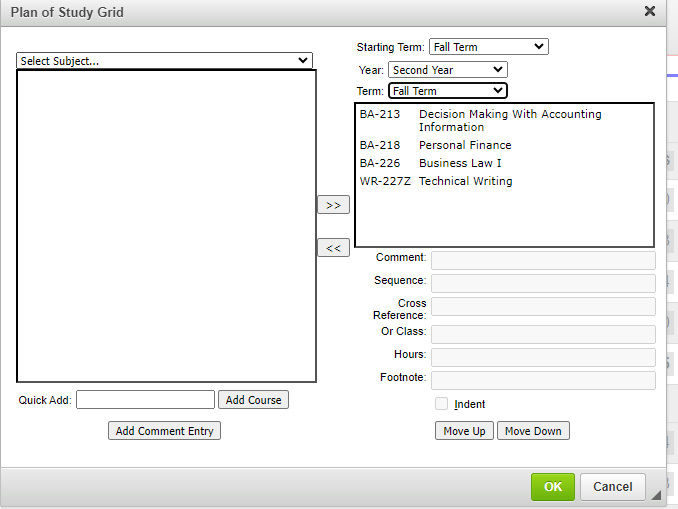
1. Click “Edit Program”



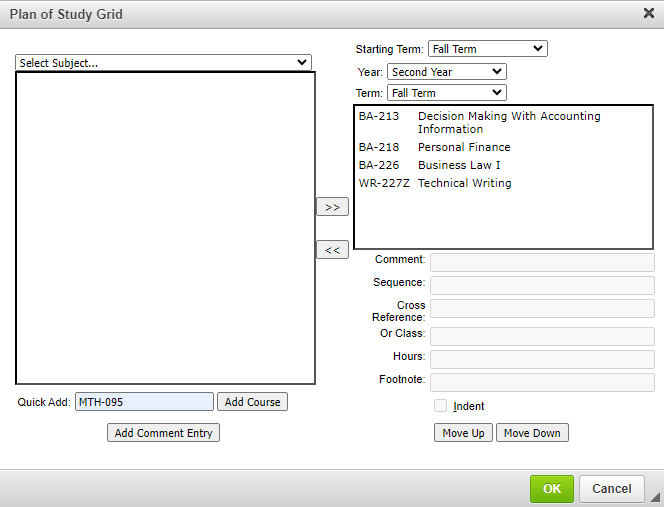
1. Scroll down to “Proposed Curriculum”. Double click anywhere inside blue-outlined box. Usually the “Plan of Study Grid”, could also be the Electives list or something similar



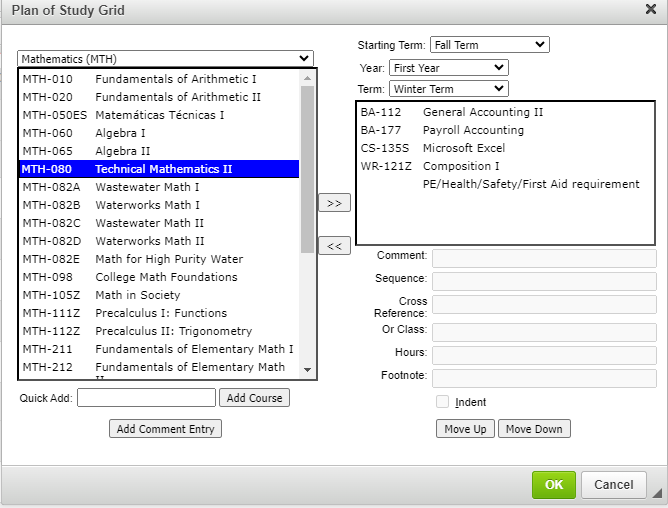
1. Select the Year and Term from the dropdown list that you want to add/remove a course from.



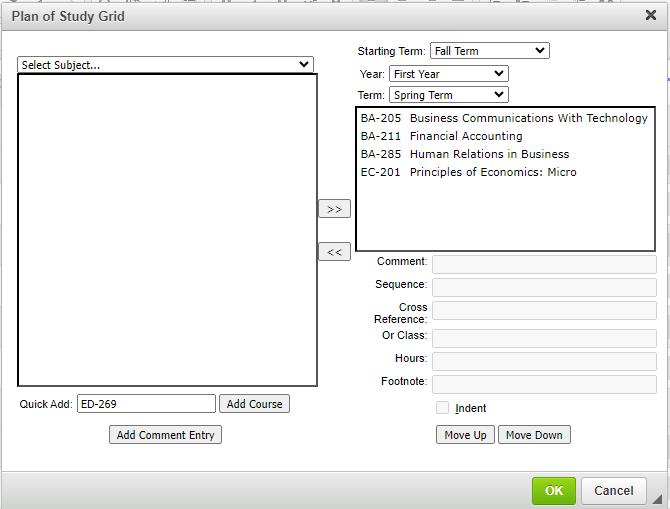
1. To add an existing, approved course:
   1. Option 1: Type the course name in the Quick Add box and click “Add Course”. The course name must be typed with the “-“.



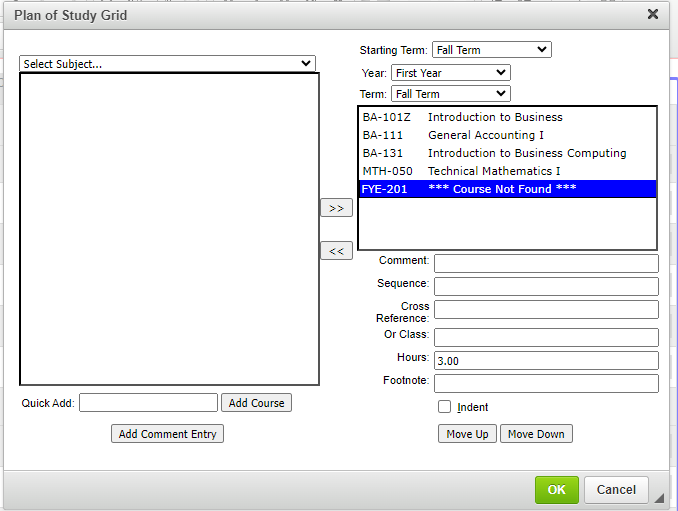
* 1. Option 2: Use the “Select Subject” dropdown to select the subject. Select the course you want to add. Use the >> arrows to add the course.



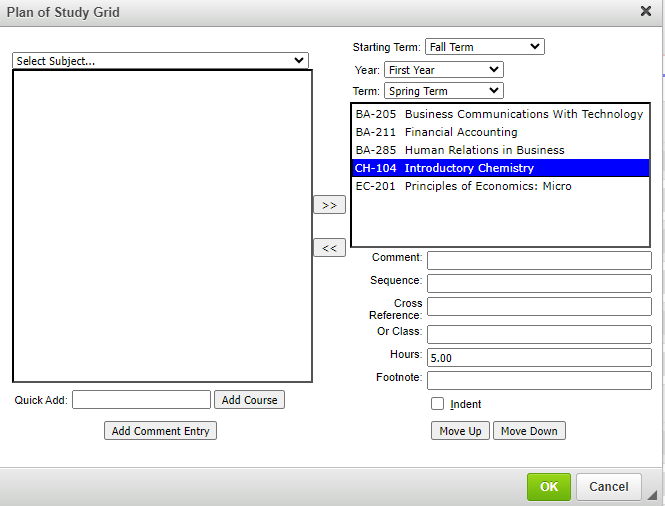
1. To add a newly added, not-yet-approved course:
   1. Type the course name in the Quick Add box and click “Add Course”. The course name must be typed with the “-“.
   2. The course will show as “Course Not Found” until it’s approved.



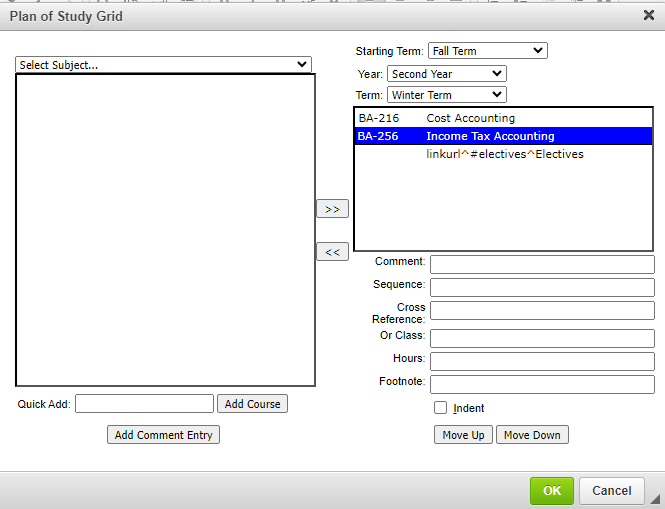
* 1. Enter the correct credits in the “Hours” box

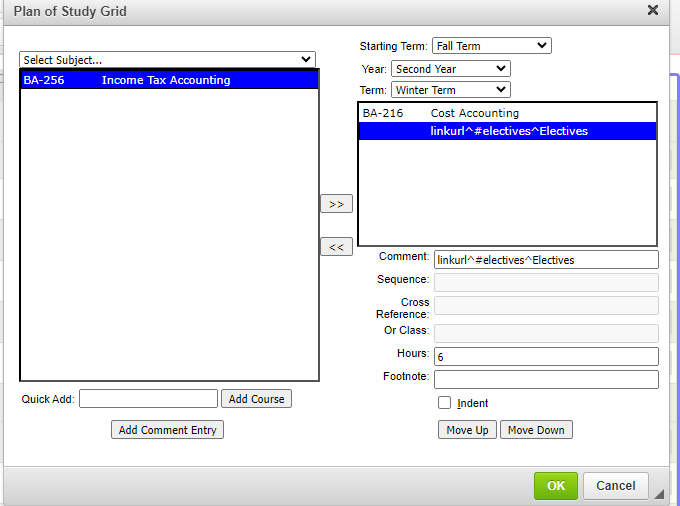


1. Use the “Move Up” and “Move Down” buttons to sort the course alpha-numerically within the term



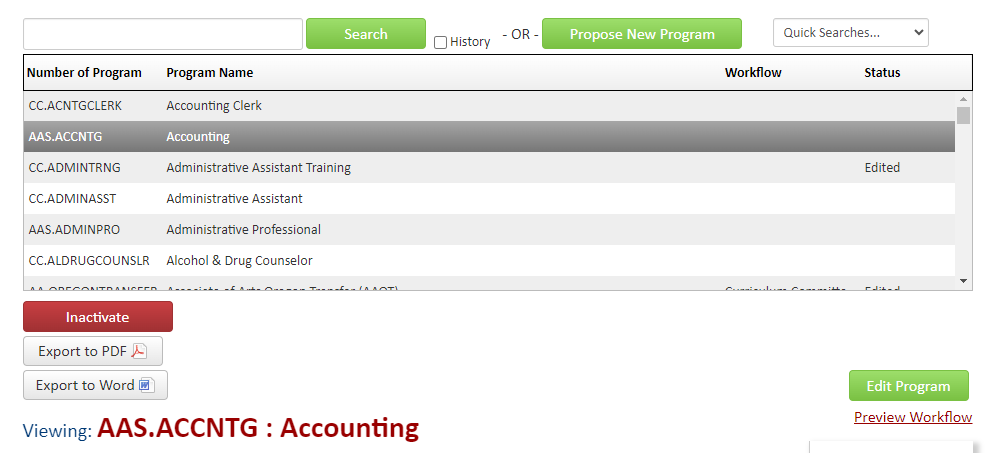
1. To remove a course, select the course and use the << arrows to remove.



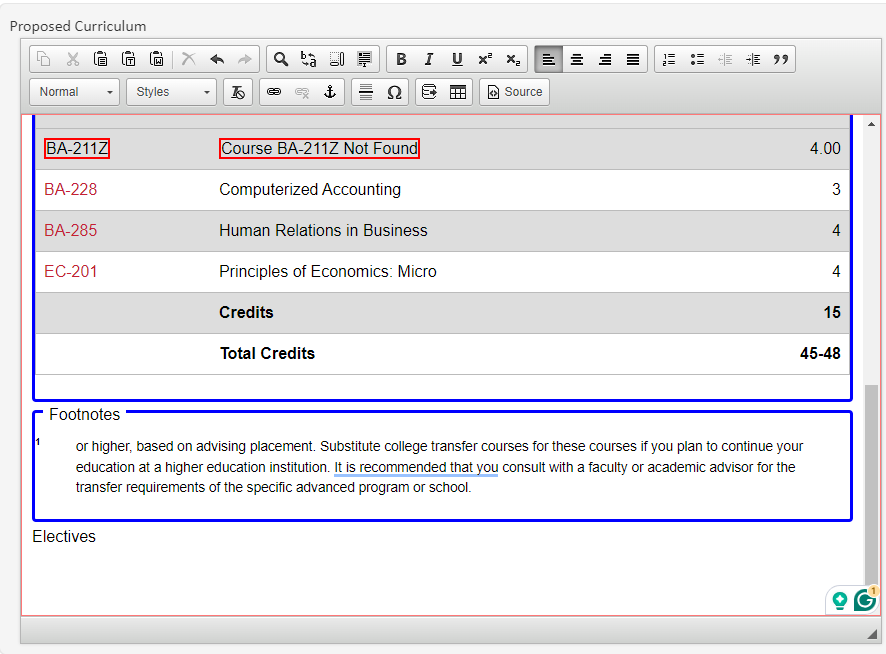


## Adding an Elective List

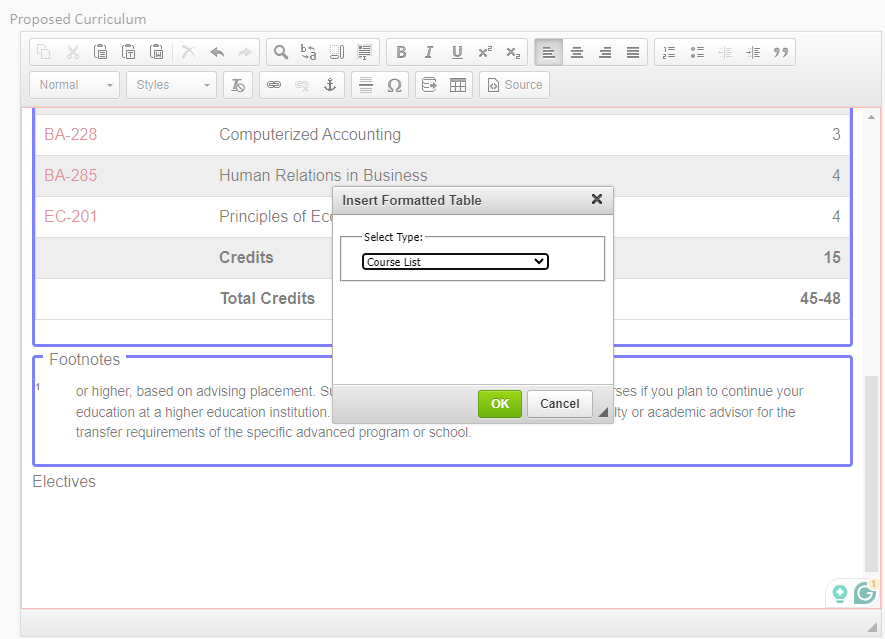
1. Click “Edit Program”



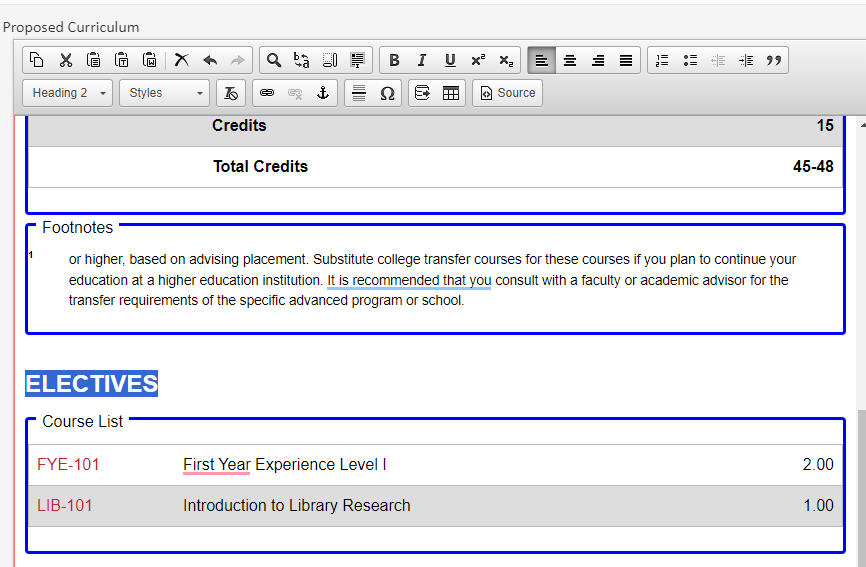
1. Scroll to the end of the program, past the Plan of Study Grid. Type “Electives” in Normal Font.



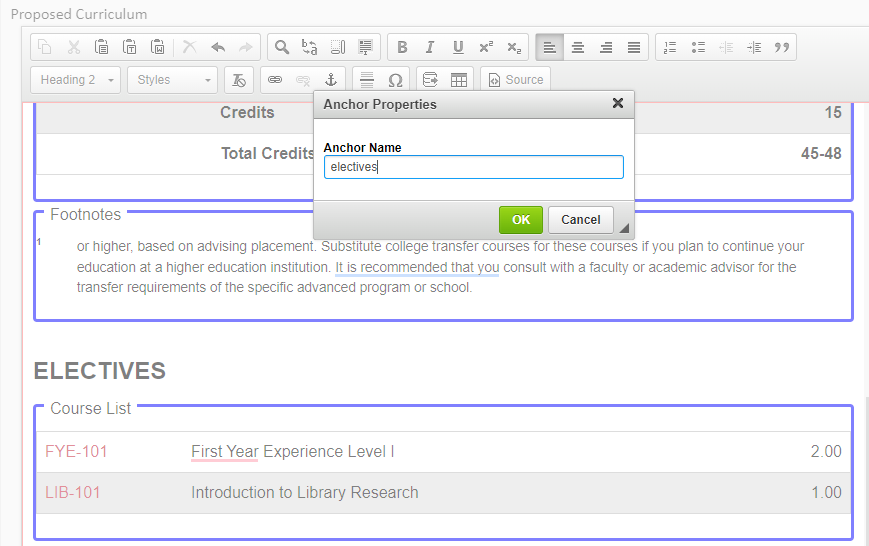
1. Hit enter to move to the next line. Click the “Insert/Edit Formatted Table” button and select “Course List”. Click “OK”.



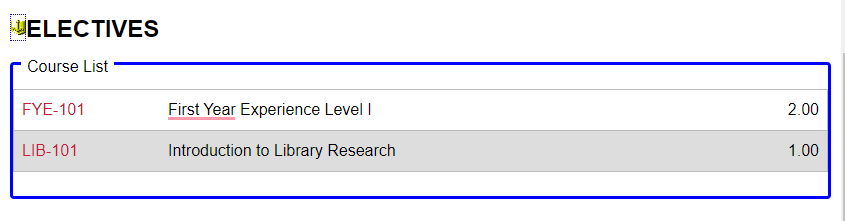
1. Add courses using the instructions above.
2. Double click or Highlight “Electives”. Change Style to “Header 2”



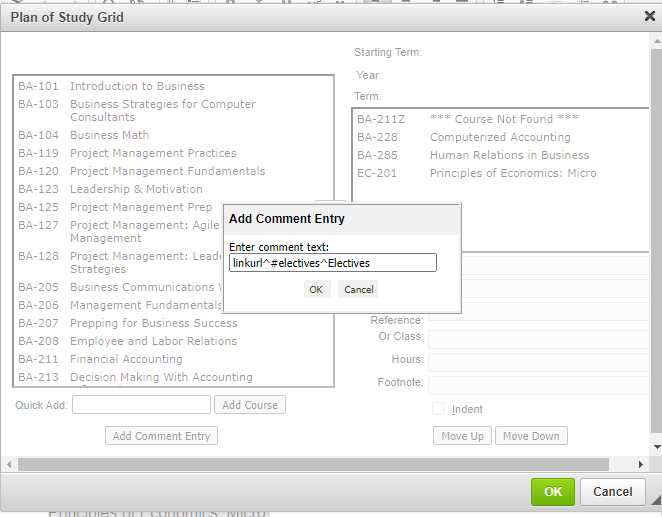
1. Place your cursor directly before the word “Electives”. Select the “Anchor” tool. Type “electives” in the “Anchor Name” box and click “OK.”



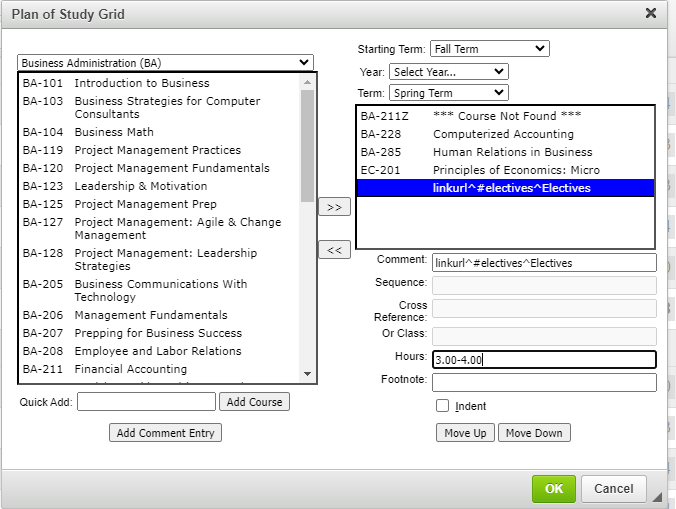
1. This creates a place for the program to hyperlink to in the Plan of Study Grid.



1. Scroll back up to the “Plan of Study Grid” and double click inside the blue-outlined box. Select the Term and Year where you want to place Electives. Click “Add Comment Entry” and type linkurl^#electives^Electives. Click “ok”
   1. The word after the hashtag must match the Anchor name exactly. The word after the second carat is what will show in the plan of study grid.



1. Type in the required credits or range of credits in the “Hours” box. Use .00 after the credits. Click “OK”.



1. This adds “Electives” to the “Plan of Study Grid” and will link to the Elective list below.

