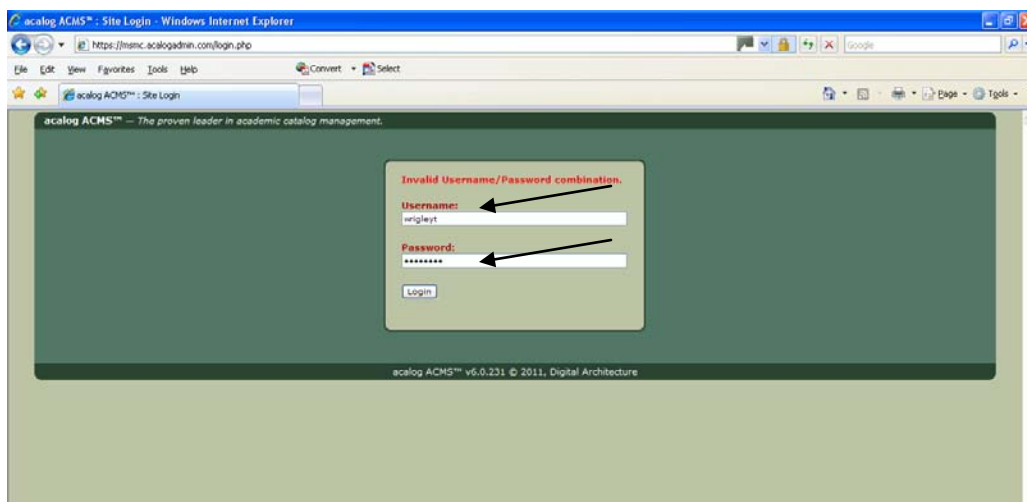
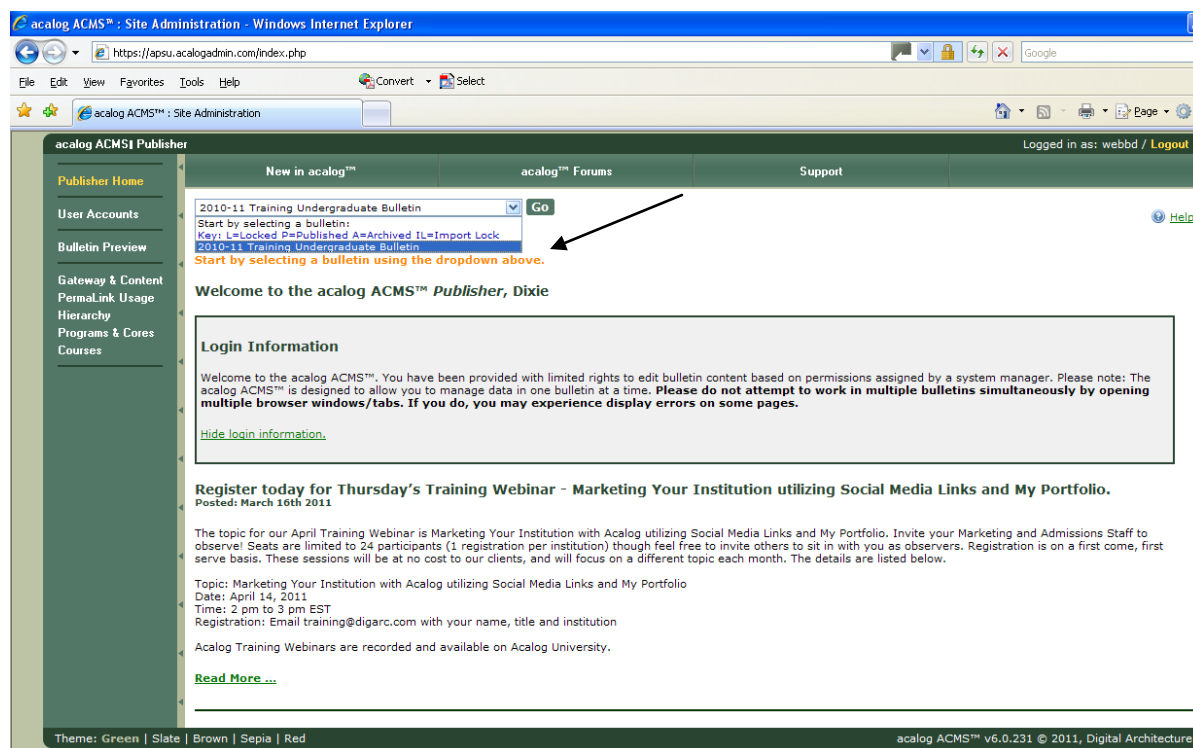


## Editing Departmental Pages

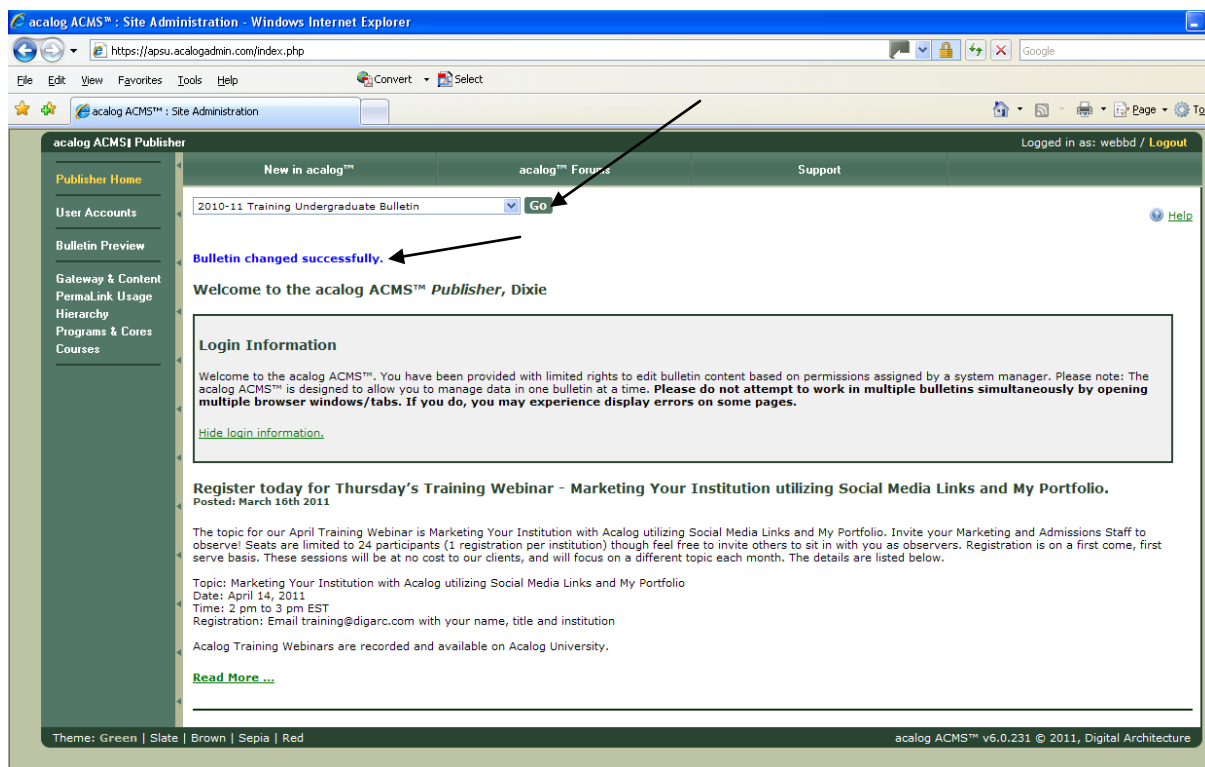
1. Log-in to Acalog using the following link <https://apsu.acalogadmin.com/>
  - a. Enter **Username** and **Password**
  - b. See Log-in and Changing Password instructions if this is the first time you have logged in



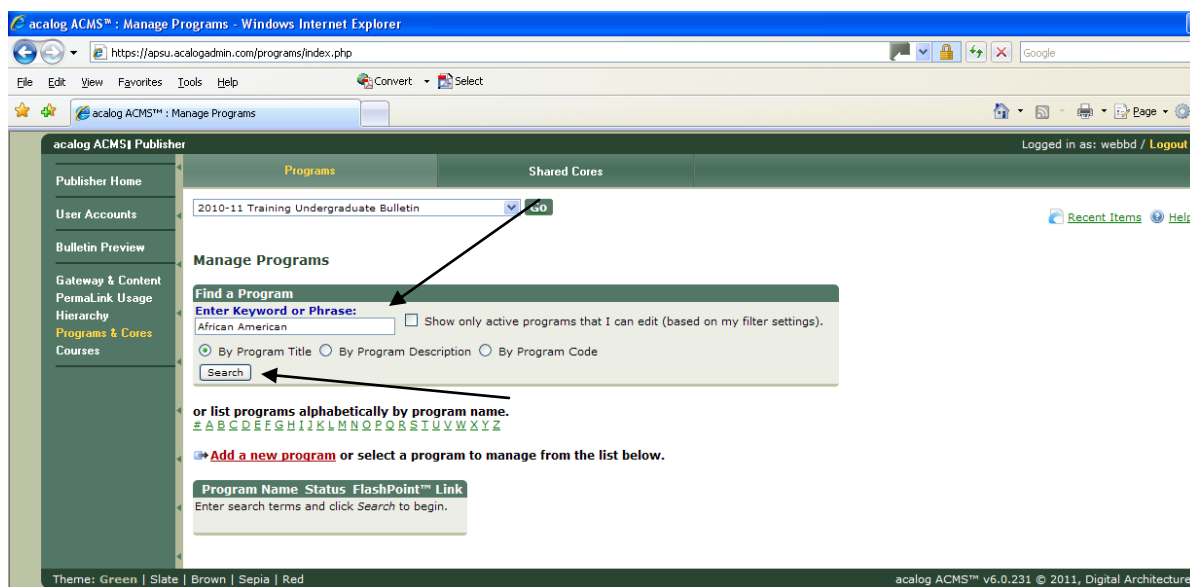
2. In the top left-center of page, start by selecting a bulletin
  - a. For training purposes you will see 2010-11 Training Undergraduate Bulletin
  - b. For editing purposed you will see:
    - i. In Progress 2011-12 Undergraduate Bulletin
    - ii. In Progress 2011-12 Graduate Bulletin
  - c. You will click on the 2010-11 Training Undergraduate Bulletin for today's training



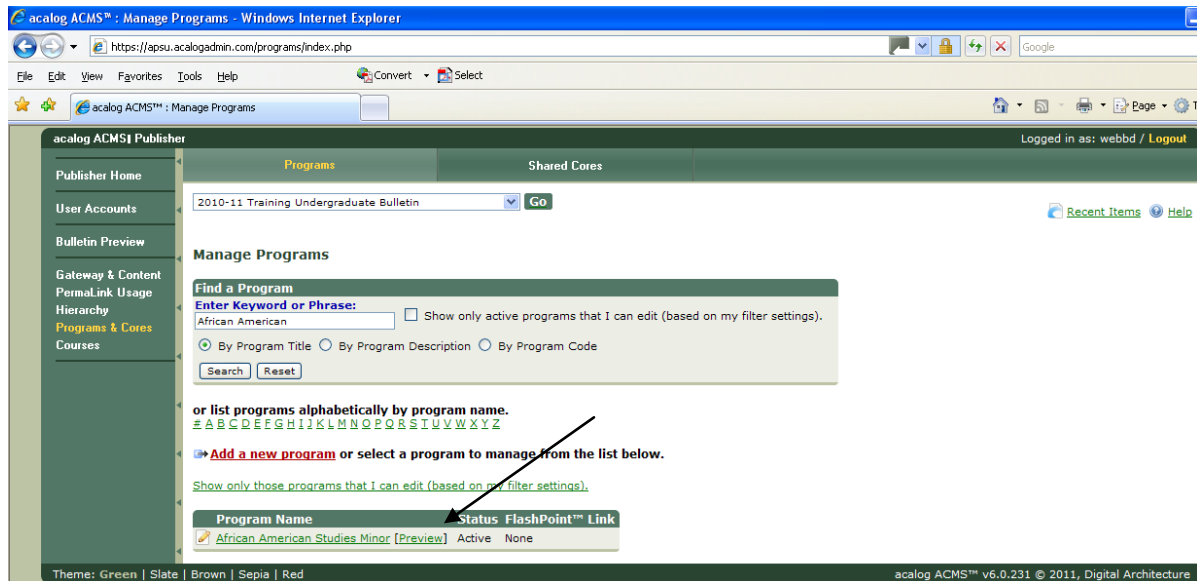
- d. Once you click on the **Go** button you will see the message that the Bulletin changed successfully



3. Click on Programs & Cores
- In the **Enter Keyword or Phrase** box, enter the program you would like to edit (see example below). We recommend only putting part of the name in case it has been abbreviated
  - Click on the **Search** button

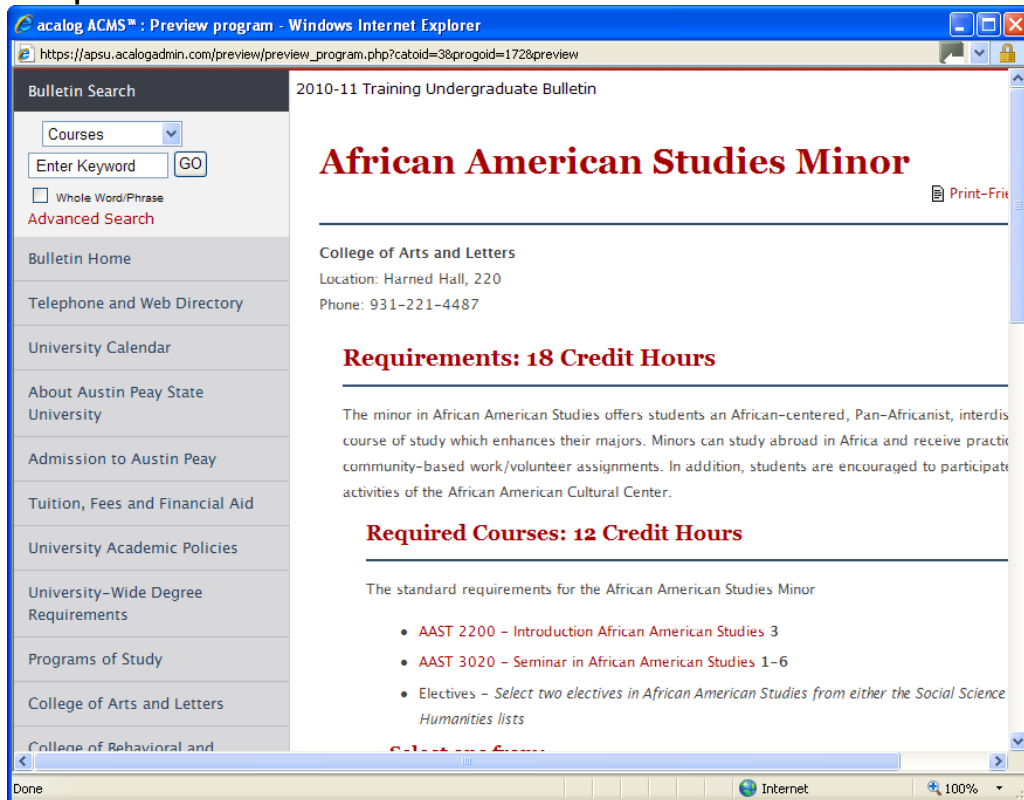


- c. Once you click on Search, programs matching your entry will appear
  - i. If the program does not appear, enter the text differently (shortening the word and so on) and click on Search again

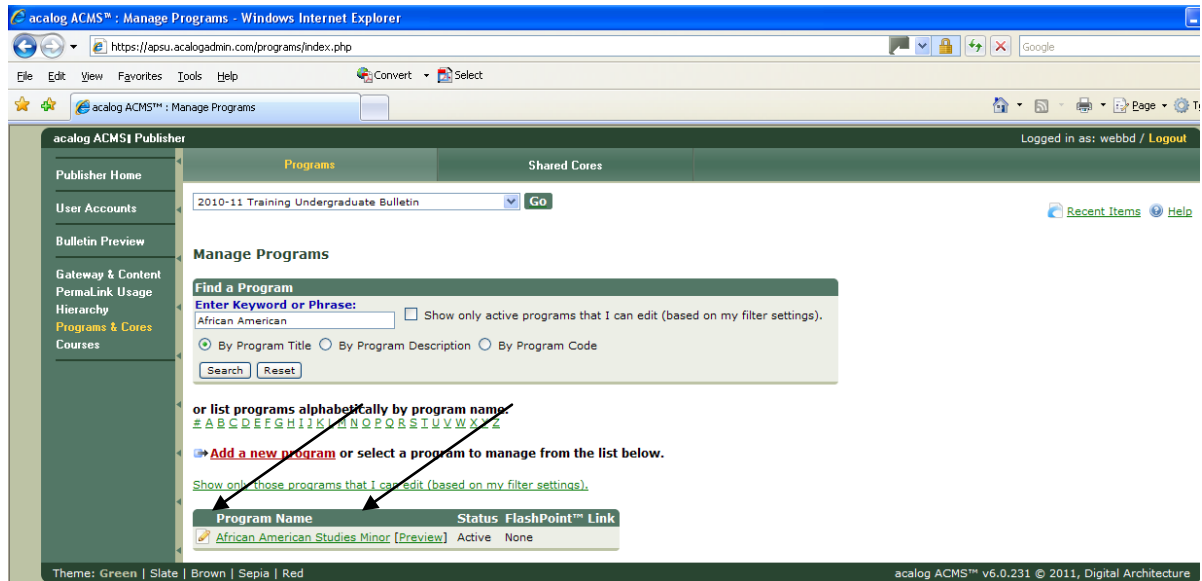


4. First click on the Preview link to open the program – leave this box open while doing edits (it gives you a point of reference)

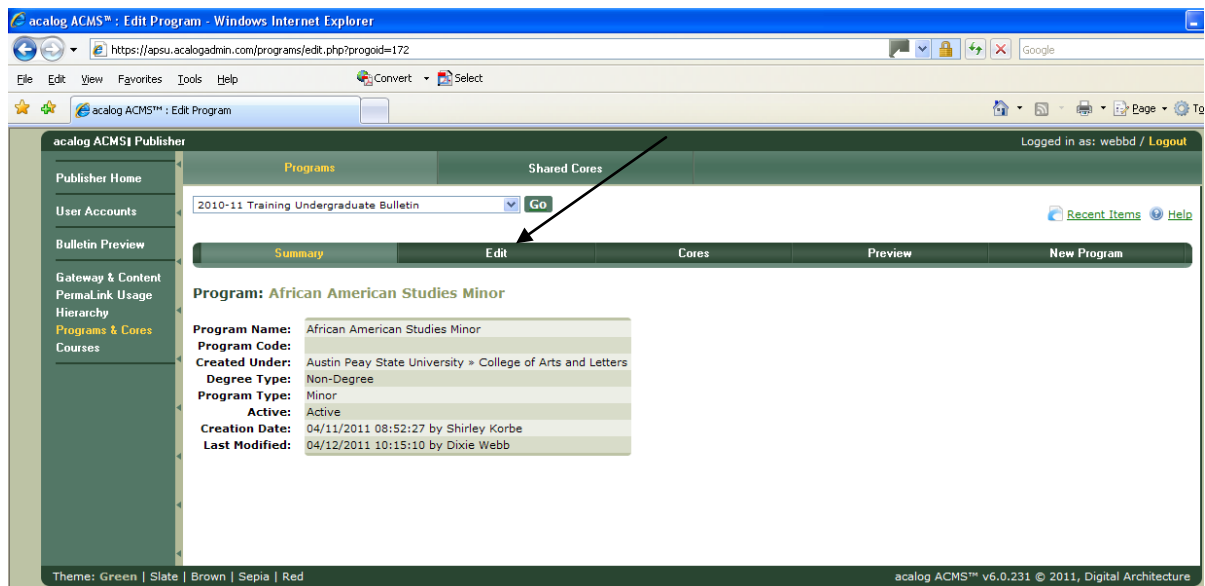
#### Example



5. Double click on the Program Name you wish to edit
  - a. Note the yellow pencil next to the name – this indicates you have access to edit this program
  - b. If there was a gray pencil, it would indicate you do not have access to edit this program
    - i. If you feel you should have access to edit a program that you do not, please e-mail Shirley Korbe at [korbes@apsu.edu](mailto:korbes@apsu.edu)



6. After you double click on the program, a Summary will appear of the program
7. Click on the **Edit** tab located at the top of the page to Edit the contact information for the program/college



8. Once you click on the Edit tab, the contact information for the College/Program will appear for you to edit
  - a. Make your edits and then scroll to the bottom and click on the Save button
  - b. Do not change the **Active Status** or **Do Not** click on **Delete this program** located just above the Save button

acalog ACMS™ : Edit Program - Windows Internet Explorer

https://apsu.acalogadmin.com/programs/edit.php?progid=172&edit

acalog ACMS™ : Edit Program

Logged in as: webbd / Logout

2010-11 Training Undergraduate Bulletin

Summary Edit Cores Preview

Program: African American Studies Minor

Remove edit lock

You must complete **required** fields.

**Program Name:**  
African American Studies Minor

**Code:**  
[Not currently used by system.]

**Degree Type:**  
Non-Degree

**Program Type:**  
Minor

**Create Under:**  
[Items whose parent is inactive will (also) be hidden from display on the Gateway.]  
School/college: College of Arts and Letters

**Description:**  
[This information will be displayed on the Gateway.]

College of Arts and Letters  
Location: Harned Hall, 220  
Phone: 931-221-4487

(1 item remaining)

9. Once you click on Save the following message will appear saying **Program saved successfully**

acalog ACMS™ Publisher

Logged in as: webbd / Logout

2010-11 Training Undergraduate Bulletin

Summary Edit Cores Preview

Program: African American Studies Minor

Program saved successfully.

<b>Program Name:</b>	African American Studies Minor
<b>Program Code:</b>	
<b>Created Under:</b>	Austin Peay State University » College of Arts and Letters
<b>Degree Type:</b>	Non-Degree
<b>Program Type:</b>	Minor
<b>Active:</b>	Active
<b>Creation Date:</b>	04/11/2011 08:52:27 by Shirley Korbe
<b>Last Modified:</b>	04/12/2011 10:15:10 by Dixie Webb

Theme: Green | Slate | Brown | Sepia | Red

acalog ACMS™ v6.0.231 © 2011, Digital Architecture

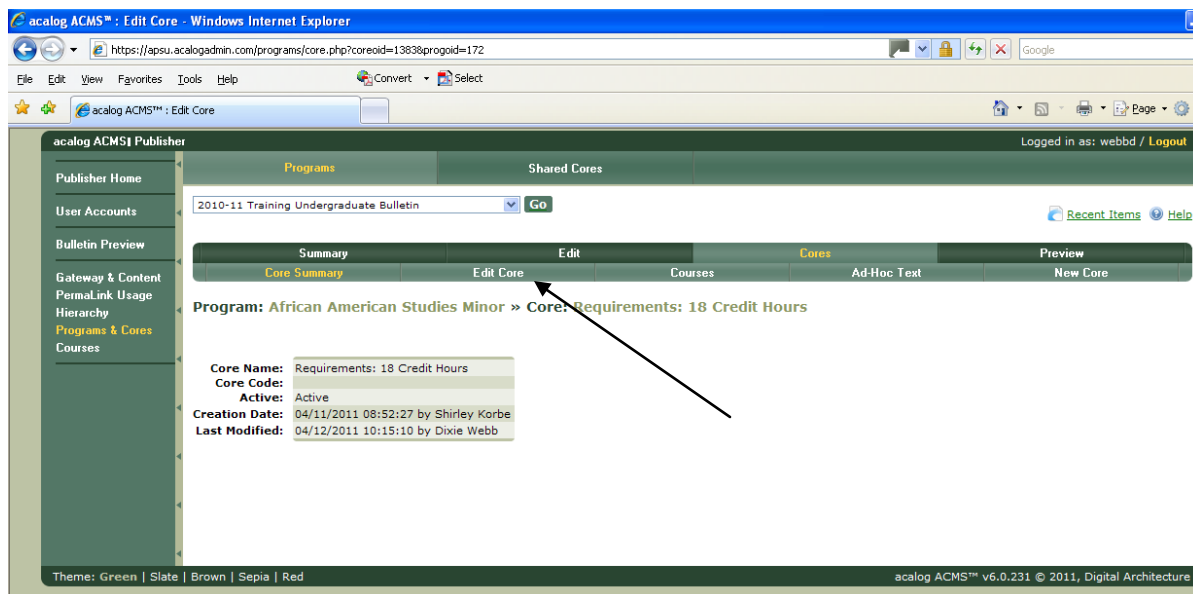
10. Next click on the **Cores** tab at the top of the page (see previous example in item 9)
11. Under the box with **Core Name**, double click on the portion of the program you wish to edit (remember to refer to the preview window you opened previously as you make your edits)

The screenshot shows the 'acalog ACMSI Publisher' interface in a web browser. The 'Cores' tab is selected at the top. The program being managed is 'African American Studies Minor'. Below the program name, there is a 'Version Status' section and a list of 'Associated Cores'. A table lists the associated cores with columns for 'Core Name', 'Status', and 'Remove/Delete'. An arrow points to the first row of the table: 'Core: Requirements: 18 Credit Hours'.

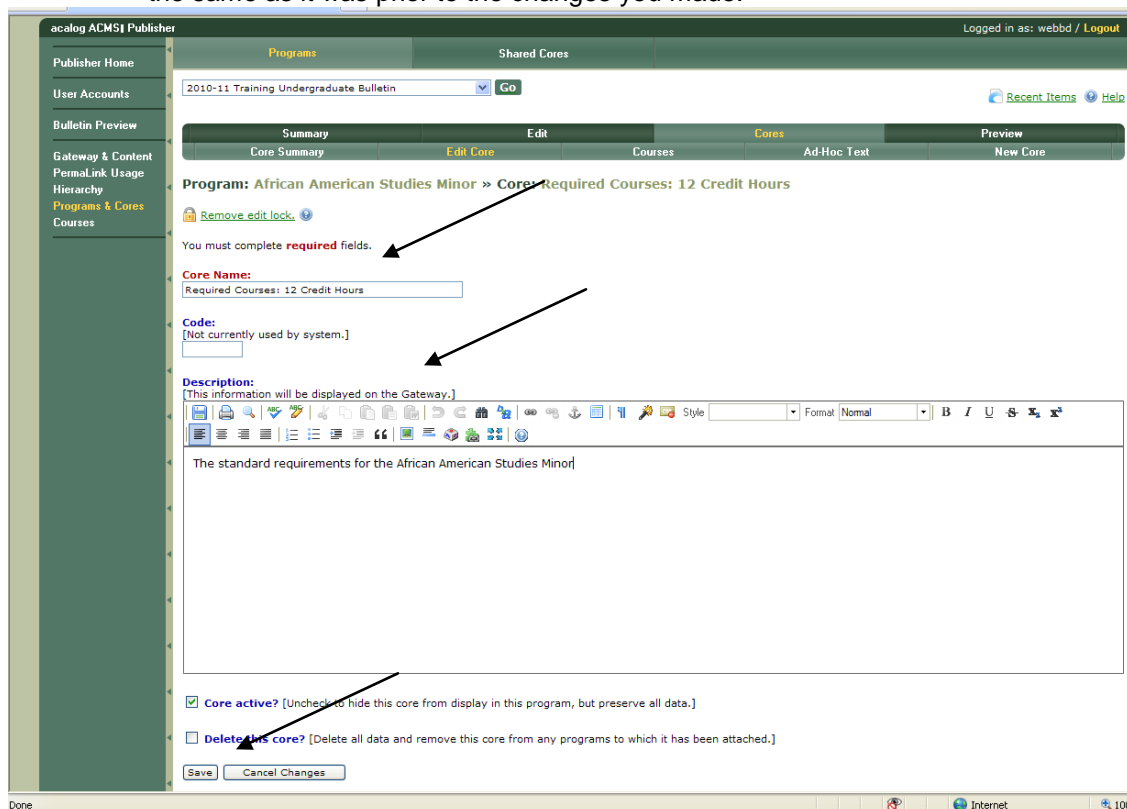
Core Name	Status	Remove/Delete
Program: African American Studies Minor	Active	<a href="#">Remove/Delete All</a>
Core: Requirements: 18 Credit Hours	Active	<a href="#">Delete</a>
Core: Required Courses: 12 Credit Hours	Active	<a href="#">Delete</a>
Core: Select one from:	Active	<a href="#">Delete</a>
Core: Additional Requirements	Active	<a href="#">Delete</a>
Core: Electives - Humanities, Fine Arts, Communications courses	Active	<a href="#">Delete</a>
Core: Electives - Social Sciences courses	Active	<a href="#">Delete</a>
Core: Social Science Electives	Active	<a href="#">Delete</a>

12. When you double click, an additional row of tabs will appear
  - a. Core Summary – Information that will appear when you double click on the area of the program you want to enter
  - b. Edit Core – Will display the text information in that area to edit
  - c. Courses – Will display courses for the area in which you are editing
  - d. Ad-Hoc Text – Will display the ad-hoc text you may wish to edit
  - e. New Core – Do not use this tab

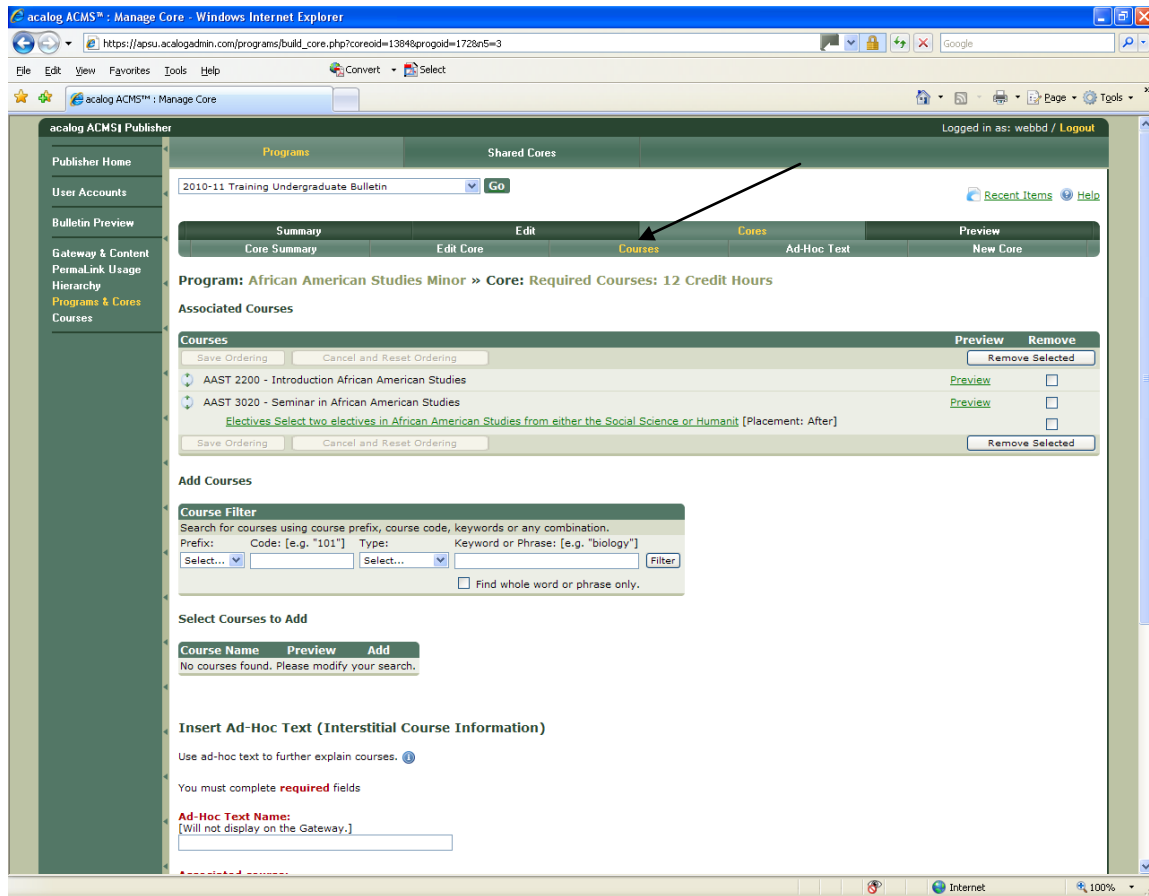
13. After you have selected the area you wish to edit and you are on the Core Summary tab, click on the Edit Core tab



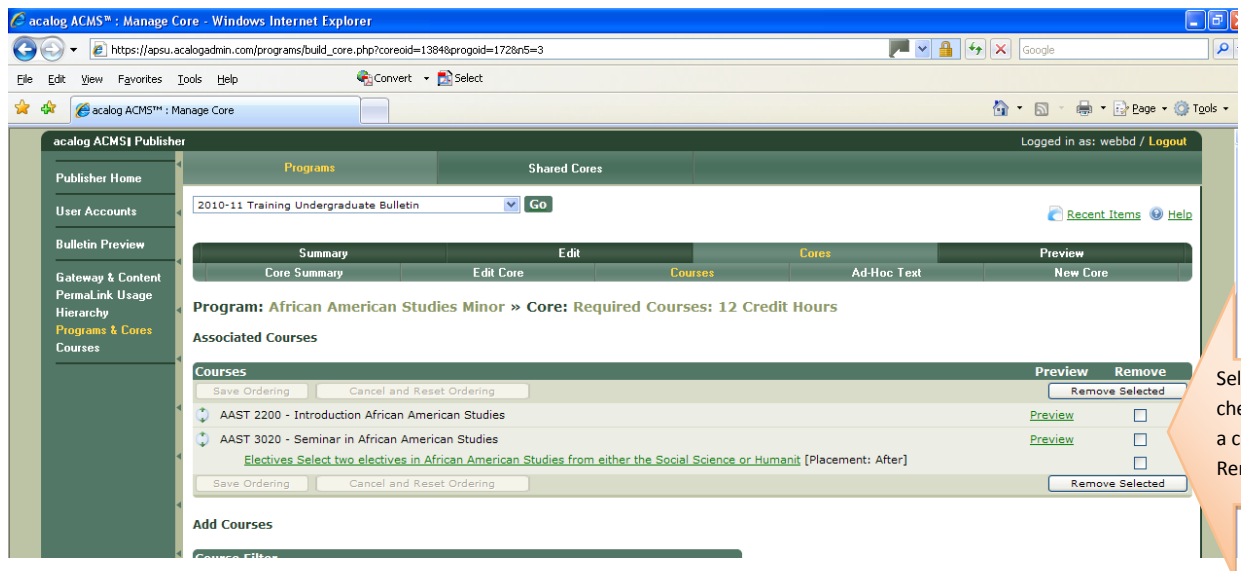
14. After you make your edits in the Edit Core tab, click on the Courses tab
- Make changes to the Core Name if necessary (in this example if the number of hours changed from 18 to 21, you would make a change here to reflect the new number of hours)
  - Make appropriate changes to text in the Description area
  - Do Not** make changes to the **Core Active** or **Delete this Core** boxes – these are only used by the Office of the Registrar
  - Click on the **Save** button to save – This will take you back to the Core Summary
  - Click on the **Cancel Changes** to cancel any changes you have made. Text will remain the same as it was prior to the changes you made.



15. After you click Save under the Edit Core tab you will be taken back to the Core Summary tab
  - a. If the area you are in has courses listed, you will then need to click on the **Courses tab** located next to the Edit Core
  - b. Remember to compare your preview window (opened when you first began editing) to your Courses tab to compare



- c. Removing a course
  - i. To remove a course, click on the check box next to the corresponding course
  - ii. Click on the **Remove Selected** button – course will be removed





- d. Adding a course – Under **Add Courses** section
  - i. Select a prefix, click on the **Filter** button
  - ii. Under the **Select Courses to Add**
    1. Select courses to add by clicking on the appropriate checkbox under the **Add** column
    2. Click on the **Add Selected** button

**Associated Courses**

Courses	Preview	Remove
AAST 2200 - Introduction African American Studies	<a href="#">Preview</a>	<input type="checkbox"/>
AAST 3020 - Seminar in African American Studies	<a href="#">Preview</a>	<input type="checkbox"/>
<i>Electives Select two electives in African American Studies from either the Social Science or Humanit [Placement: After]</i>		
		<input type="checkbox"/>

**Add Courses**

**Course Filter**  
 Search for courses using course prefix, course code, keywords or any combination.  
 Prefix:  Code: [e.g. '101'] Type:  Keyword or Phrase: [e.g. "biology"]  
 ☐ Find whole word or phrase only.

**Select Courses to Add**

Course Name	Preview	Add
AAST 300A - Selected Topics in African American Studies	<a href="#">Preview</a>	<input type="checkbox"/>
AAST 300B - Selected Topics in African American Studies	<a href="#">Preview</a>	<input type="checkbox"/>
AAST 300C - Selected Topics in African American Studies	<a href="#">Preview</a>	<input type="checkbox"/>
AAST 2000 - Contemporary African American Life	<a href="#">Preview</a>	<input type="checkbox"/>
AAST 2200 - Introduction African American Studies	<a href="#">Preview</a>	<input type="checkbox"/>
AAST 2250 - African American Expressive Culture	<a href="#">Preview</a>	<input type="checkbox"/>
AAST 3000 - Africana Women Across Cultures	<a href="#">Preview</a>	<input type="checkbox"/>
AAST 3020 - Seminar in African American Studies	<a href="#">Preview</a>	<input type="checkbox"/>
AAST 3021 - Seminar in African American Studies	<a href="#">Preview</a>	<input type="checkbox"/>
AAST 3022 - Seminar in African American Studies	<a href="#">Preview</a>	<input type="checkbox"/>

Page: [1](#) [2](#)

**Insert Ad-Hoc Text (Interstitial Course Information)**  
 Use ad-hoc text to further explain courses.   
 You must complete **required** fields

16. To add Ad-hoc text before or after a course, you will need to scroll down to the Insert Ad-Hoc Text (Interstitial Course Information) area
  - a. Ad-Hoc Text Name – This is the name you want to give the ad-hoc text. It will not display in the online bulletin, but it will appear in the Courses area above it (you will not see the actual text you enter for the course in the Optional Information/Description area in the online bulletin but it will display in the online bulletin)
  - b. Associated course – Select the course you want to associate the text with
  - c. Placement – Where do you want this text to display – before or after the course?
  - d. Optional Information / Description – enter the text the way you want it to display in the online bulletin in this area
  - e. Click on the **Add Now** button

The screenshot shows the 'acaLog ACMS™ : Manage Core' interface in a Windows Internet Explorer browser. The address bar shows the URL: [https://apsu.acalogadmin.com/programs/build\\_core.php?coreid=1384&progoid=1728&n5=3](https://apsu.acalogadmin.com/programs/build_core.php?coreid=1384&progoid=1728&n5=3). The page displays a list of courses on the left, including AAST 300C, AAST 2000, AAST 2200, AAST 2250, AAST 3000, AAST 3020, AAST 3021, and AAST 3022. Each course has a 'Preview' link and a checkbox. Below the list is a 'Page: 1 | 2' indicator and an 'Add Selected' button.

The main content area is titled 'Insert Ad-Hoc Text (Interstitial Course Information)'. It includes instructions: 'Use ad-hoc text to further explain courses.' and 'You must complete **required** fields'. The form contains the following fields:

- Ad-Hoc Text Name:** [Will not display on the Gateway.] (Text input field)
- Associated course:** [Select the course with which to associate this ad-hoc text.] (Dropdown menu showing 'Select course')
- Placement:** [Place ad-hoc text right, left, before or after the selected course.] (Dropdown menu showing 'After')
- Optional Information/Description:** [This information will be displayed on the Gateway.] (Rich text editor area)
- Credits / Units:** (Text input field)

An orange arrow points to the 'Insert Ad-Hoc Text (Interstitial Course Information)' section with the text: 'Insert Ad-Hoc Text Section' and 'Use this feature to add text before or after a course'. At the bottom of the form is an 'Add Now' button. The footer shows 'Theme: Green | Slate | Brown | Sepia | Red' and 'acaLog ACMS™ v6.0.231 © 2011, Digital Architecture'.

17. After you have made all your changes, click back on to the Core tab to move to the next area
18. Double click on the next area you wish to edit and repeat steps 11 – 15 until you have completed your edits for that program.